



LANCASHIRE FIRE AND RESCUE SERVICE

Guidance for completion of application form.

It is important that you read the following information prior to completing the application form and application support form, as both are used to shortlist candidates and only a small number will be short listed and offered an interview. A CV is not a substitute for the support or application form.

QUERIES / ASSISTANCE WITH COMPLETING THE APPLICATION, SUPPORT OR EQUAL OPPORTUNITES FORM

If when you have read the information contained here, you have any queries regarding completing any of the forms please contact the named person on the **job description**.

COMPLETING YOUR APPLICATION FORM

This should be completed accurately and honestly, insert N/A if a particular element is not applicable to you.

Employment History

Begin with your current post first followed by previous posts in chronological order.

If this is your first post, mention any vocational work, voluntary work, work experience, part-time jobs or any other work relevant to the post.

Education, Training and Development

List all education, training and development in the appropriate sections, including grades of qualifications gained.

Include membership of any professional bodies /institutes you hold including membership number where appropriate.

Additional Information

Provide information you consider relevant to support your application. Ensure you give examples and address each area of the employee specification which details the essential qualifications, experience, knowledge, skills and abilities.

Rehabilitation of Offenders / Criminal Convictions

Lancashire Fire Rescue Service has a public duty under the Rehabilitation of Offenders Act (1974) to assess each post and applicant. Failure to disclose information where you are obliged to do so could result in termination of your application or offer of employment. If employment has commenced termination without notice will result.

Relatives of Members or Senior Officers

You must disclose any known relationship to a Member or Senior Officer of the Combined Fire Authority or Lancashire Fire and Rescue Service.

Driving Licence

For some posts the ability to drive is essential and a current full licence will be required, full details will be stated on the Job Description. Please note you will need to declare any penalties, which will be discussed.

If you do not hear within 2 weeks of the closing date you can assume your application has been unsuccessful on this occasion. Thank you for your interest in this post.

Disabilities

As a two-tick disability symbol user and equal opportunities employer, we ask this question to ensure that people with disabilities receive the opportunity of an interview if they meet the essential requirements for the post.

Appointment is always on a competitive basis during the selection process, based on the knowledge, skills and experience outlined in the job description and person specification.

If you answer yes to this question we will ask you at a later stage to provide details, and to advise us of any practical steps or considerations that may be required to ensure your full participation in the interview process. Lancashire Fire and Rescue Service are committed to make reasonable adjustments to ensure attendance at interview and to facilitate the working environment.

Drug and Alcohol Screening

If you are the recommended candidate, you must declare any use of prescribed or un-prescribed medication and state whether you are prepared to undergo screening for drugs and alcohol. As it is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work, LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure health or well-being of others by their acts or omissions.

References

Two must be provided. Your first must be your present employer (if unemployed your most recent) and second a previous employer. In the case of school leavers or those who have not worked before both must be persons who have experience of your ability to perform the role you are applying for, for example a tutor (relatives or friends are not acceptable).

References form part of the selection process, therefore if you have ticked for us not to contact your referee's until after interview this will delay the process.

Where / how did you hear of the post

Please state how you became aware of the post, i.e. state the publication or website you saw the post advertised in or state how you heard.

Declaration

This must be read carefully before signing.

