# Application Form

**Cumbria Fire and Rescue Service**

**January 2024**

**Thank you for your interest in our vacancy.**

For all applications we ask that candidates complete this application form **fully** and email to: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

If you have any queries or would like this form in another format (larger print, Braille, different colour way) please contact [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

Any question or section with an asterisk (\*) is required – if this information is missing on your application form, a member of the Resourcing & Talent team will be in touch.

**Please note:** There are two parts to this application form, please ensure you complete both parts as fully as possible.

# Part 1

You will find the job title and reference number of the vacancy you are applying for on the original advert.

|  |  |
| --- | --- |
| **Job title you are applying for\*** |  |
| **Reference number of the vacancy you are applying for\*** | CFRS0132 |

**1 – This Vacancy**

Please complete all questions below.

The below information will be shared with the shortlisting panel.

|  |  |  |
| --- | --- | --- |
| **Are you an internal candidate?\*** | Yes | No |
| **Are you on the Alternative Employment Programme (AEP)?\*** | Yes | No |

**Guaranteed Interview Scheme**

Cumbria Fire and Rescue Service offers a Guaranteed Interview Scheme to the following applicants:

* Those who consider themselves disabled as defined by the Equality Act 2010
* Those in care or who have left care, and are aged 24 years old and under
* Armed Forces veterans whose last long-term substantive employer was the Armed Forces

If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered as long as your application can demonstrate you meet the essential criteria for the role.

If you wish to be considered for the guaranteed interview scheme, please indicate which criteria you meet below:

|  |  |
| --- | --- |
| **I am in care, or a care leaver.** |  |
| **I consider myself disabled.** |  |
| **I am an Armed Forces Veteran, and my last long-term substantive employer was the Armed Forces.** |  |

If you have any queries about our Guaranteed Interview Scheme, please contact the Resourcing & Talent team on: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

**2 – Employment History**

As part of our commitment to an inclusive application process we do not require applicants to specify dates next to their employment history or qualifications at this stage in the process.

For applicants who have career breaks or breaks in your employment history, you do not need to disclose this at this stage in the process.

If you are successful at the selection stage, as part of our pre-employment checks we may ask candidates for a more thorough employment history, copies of any relevant qualifications, and we welcome confidential discussion about any career breaks/gaps in your employment history.

The below information may be shared with the shortlisting panel if required.

|  |
| --- |
| **What is your current or most recent role title?\*** |
|  |
| **What is the name of your current or most recent employer?\*** |
|  |

**3 – Your details**

As part of our commitment to an inclusive application process, the details shared in this section will be held by the Resourcing & Talent team and will only be shared with the recruitment panel after shortlisting.

|  |  |  |
| --- | --- | --- |
| Forename(s)\* |  | |
| **Surname(s)\*** |  | |
| **Your pronouns** |  | |
| **Email address\* –** *please add an email address you will be happy for us to contact you on* |  | |
| **Phone number\* –** *please add a phone number you are happy for us to contact you on* |  | |
| **Address, including post code\*** |  | |
| **Do you currently have the right to work in the UK?\*** | Yes | No |

**4 – Criminal Convictions**

All roles within our service are exempt from the Rehabilitation of Offenders Act 1974 and require a Standard DBS Check, as made clear on the vacancy advert.

Where a role requires an Enhanced DBS Check (with or without Barred List Checks), this will also have been made clear on the vacancy advert.

If you are successful at the selection process, as part of our pre-employment checks the relevant DBS check for the role will be processed, and you will receive a DBS certificate. This will disclose details of all spent and unspent cautions and convictions unless they are eligible for removal (of‐ ten referred to as filtered or protected).

The information disclosed on this section of the form will be separated during the application process and will only be accessed by the Resourcing & Talent team.

If you have a criminal conviction and are unsure if your offence is unspent, spent or eligible for removal (filtered/ protected), you can visit registered charities e.g. [www.unlock.org.uk](http://www.unlock.org.uk) or <https://www.nacro.org.uk> for support, advice and access to their dis‐ closure calculator.

|  |  |  |
| --- | --- | --- |
| **Do you have any relevant criminal convictions or offences that are unspent and not protected (filtered off your record) as defined by the Rehabilitation of Offenders Act 1974? \*** | Yes | No |
| **Do you have any relevant spent criminal offences that are not protected / filtered from your criminal record? \*** | Yes | No |

**5 – Reasonable Adjustments**

We welcome applications from individuals with disabilities and to enable you to perform your best at our selection process, we encourage applicants to share any support needs or reasonable adjustments you might need.

If you are successful at shortlisting, there will be another opportunity to discuss support needs or reasonable adjustments when you have more information about what the selection process will consist of.

You can discuss any support needs and reasonable adjustments confidentially with our Resourcing & Talent team or using the section below.

Some examples of reasonable adjustments we have made in the past are:

* Allowing additional time for those with dyslexia (or other cognitive conditions) to selection tests.
* Booking a close car parking space for those with mobility impairments for the interview day.
* Allowing interview questions 10 minutes before an interview panel for a candidate with anxiety or short-term memory loss
* Holding the interview in accessible premises, including the option of a quiet room free from distractions and a ground floor or accessible room.

If you have any queries, please contact the team via our email: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

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| **If you are happy to at this stage, please share any support needs or reasonable adjustments you require.** |
|  |

**6 – Equality and Diversity**

Cumbria Fire and Rescue Service is committed to improving equality and diversity in our recruitment processes. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Our service values your help and co-operation to enable it to do this, but filling in this section of the form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions, please contact our Resourcing and Talent team, via our email, which is [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

The information disclosed on this section of the form will be separated during the application process.

|  |  |
| --- | --- |
| **What is your gender?** | |
|  | |
| **What is your ethnicity?** | |
|  | |
| **What is your religion and/or belief?** | |
|  | |
| **Do you consider yourself to be disabled under the Equality Act 2010?** | |
|  | |
| **What is your sexual orientation?** | |
|  | |
| **Which age group do you belong to?** | |
| **18 - 24** | **25 – 34** |
| **35 - 44** | **45 – 54** |
| **55 - 64** | **65 +** |

**7 – Declaration**

To the best of my knowledge, I declare that the information submitted is accurate and correct.

I understand and agree that:

1. The provision of false information may result in disqualification from the recruitment process or termination of employment.
2. The information provided on this application may be stored and processed by Cumbria Fire and Rescue Service for a period of six months for recruitment purposes and, if successful, the information will be stored on personal file and processed for the purpose of the employment relationship.
3. Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
4. Canvassing of Officers or Members of Cumbria Fire and Rescue Service or any Committee, directly or indirectly for any appointment will disqualify my application.
5. Where the post I am applying for is subject to Rehabilitations of Offenders Exceptions Order, failure to disclose any unspent or spent convictions or cautions (which are not protected) will result in non-appointment or disciplinary action and potential dismissal.
6. Where the post for which I am applying requires a background check, I hereby agree to the relevant check being made by the relevant organisation about the existence and con‐ tent of a criminal record spent or otherwise.
7. All information contained in this form will be treated as strictly confidential and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.
8. Cumbria Fire and Rescue Service must protect the public funds we handle and so we may use the information you have provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

By signing below, you are adhering to the above declaration.

|  |  |
| --- | --- |
| **Date:** |  |
| **Signature:** |  |

**Please now continue to Part 2 of the Application Form**

# Part 2

The NFCC Leadership Framework has been produced to provide a consistent approach to leadership and development for all staff, irrespective of discipline, role, or function.

For this promotion board, we are asking candidates to complete four questions that cover each of the leadership quadrants:

* Personal Impact
* Outstanding Leadership
* Service Delivery
* Organisational Effectiveness

Please complete **each** of the four leadership quadrants in no more than 300 words.

**Guidance for candidates**

* Please consider the role you are applying for when completing each of the four leadership quadrant questions.
* For those who are applying for their first management role, it may be helpful to consider occasions where you have been a mentor.
* Ensure you detail YOUR role in your answer or example.
* You may also draw on personal experience to complete some of the sections.
* Some candidates may find it easier to draft answers in a Word Document and then copy and paste them into this application form – this can help with keeping within the word count.

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| **1. Personal Impact – this is about self**  Personal Impact ensures we value, respect, and promote equality and diversity. It’s about being a positive presence on others, having personal integrity, and an ability to self-manage.  Please detail when you have used leadership/mentorship to create a positive, open-working environment, or a time when you have focussed on ethics and wellbeing in the workplace.  Please answer in no more than 300 words. |
|  |

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| --- |
| **2. Outstanding Leadership – this is about others**  Outstanding Leadership is about building high-performing teams and developing people to their full potential. It’s about communicating with integrity, being open and honest to foster trust and building collaborative working partnership. An ambassador and role model for the fire and rescue service.  Please detail when you have used effective leadership/mentorship to either develop someone to full potential or to create a high performing team.  Please answer in no more than 300 words. |
|  |

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| **3. Service Delivery – this is about task**  Service Delivery is about delivering high quality services now and into the future. It’s about intelligent problem solving with an outcome focussed approach, continuous improvement, and value for money to our customers.  Please detail a time when you have used leadership/mentorship to produce outcome-focussed results which met customer needs.  Please answer in no more than 300 words. |
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| **4. Organisational Effectiveness – this is about organisation**  Organisational Effectiveness is ensuring everything we do is linked to organisational plans and values. It’s driving the mission and ensuring decisions and actions are beneficial to the customer.  Please detail how you have used leadership/mentorship to improve, innovate, or change something to benefit the communities of Cumbria.  Please answer in no more than 300 words. |
|  |

# You have completed the application form.

Please now save your application form, clearly naming it, and send it across to: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

Thank you for taking the time to complete this application.

If you have any queries, please contact [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)