



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Retained Recruitment Information Booklet



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INTRODUCTION

This booklet has been designed to give you an overview of the recruitment process and the Point of Entry Selection Test required to become a firefighter. Over the following pages you will be given an insight into the role of a firefighter, the standards required and the recruitment process as a whole.

This recruitment campaign is for firefighters working on the Retained Duty System.

Firefighters – Retained Duty System

Firefighters working on the Retained Duty System (RDS) are part-time firefighters. They are paid members of the community who respond to emergencies just like wholetime firefighters. However instead of being based at a fire station, they are on standby waiting to be called out. Many are in full-time employment with agreement from their employers to leave to attend an emergency call. Others are on call at specified hours after work and at weekends. A criterion is that they must be able to reach the fire station within 5 minutes of being called on a personal pager.

A part-time crew is equipped with a fire appliance, equipment and protective fire kit and will be called upon to attend the same range of incidents as their wholetime counterparts at any time of the day or night. In return they are paid a retaining fee along with additional payment for every incident and training session attended.

Firefighters on the Retained Duty System play a full and valuable role in the Fire and Rescue Service. They receive the same respect from the community as wholetime firefighters and experience the same satisfaction of helping the community and working as part of a skilled team.

ROLE OF A FIREFIGHTER

The Nottinghamshire Fire and Rescue Service is amongst the largest County Fire Services in the Country servicing a population of just over one million and covering an area of 660 square miles. There are a total of 24 operational fire stations of which 12 are staffed 24 hours a day. The remaining 13 stations are staffed by retained firefighters.

The role of a firefighter is ever changing. We are renowned for responding to emergencies but we also spend a lot of time doing other things.

Firefighting is only one vital part of the service provided. Firefighters also deal with road traffic collisions, air and rail crashes, chemical accidents, animal rescues and many other special service calls involved with the community. Additionally a great emphasis is placed on safety and the reduction of avoidable injuries within the local communities and firefighters are involved in giving advice and support to members of the public on many different safety issues. These include community fire safety initiatives, training & development and station routines.

Community Fire Safety

- To prevent fire and accidents from starting in the first place.
- Educating the community by visiting schools, community centres, people in their own homes, wherever the fire safety message can be delivered.
- Having local knowledge of the area, such as streets, roads and buildings.
- Advising people about planning escape routes within their own homes in case of a fire.
- Actively seeking to understand and to value diverse individuals and groups.

Training and Development

- To undertake a continuous training programme by attending lectures, exercises, practical training sessions and other forms of training to maintain competence levels.
- Take responsibility for developing your own skills.
- Ensuring your fitness levels are maintained as the work can be demanding both physically and mentally.

Responding to Emergencies

- To respond immediately and safely to all emergency calls.
- Minimise distress and suffering, including giving first-aid.
- Dealing with many kinds of emergencies, including pumping out flooded premises, chemicals spills, providing casualty care and extrication at road traffic collisions and rescuing people who are trapped in buildings or lifts.

Station Routines

- You will need to maintain, clean and test fire service equipment ensuring its readiness for use, using approved procedures in accordance with current health and safety practice.
- Each item of equipment to be maintained and updated using test record cards.
- Access and record information whether written or using basic computer skills.

Key Roles

There are 9 key roles that a firefighter undertakes. Training and development is ongoing to ensure all areas are covered. These roles cover:

Inform and educate your community to improve awareness of safety matters (FF1)

- Promoting safety matters to inform your community
- Facilitating learning through demonstration and instruction

Take responsibility for effective performance (FF2)

- Taking responsibility for personal performance
- Establishing and maintaining effective working relationships with people
- Developing skills to improve performance

Save and preserve endangered life (FF3)

- Conducting searches to locate life involved in accidents
- Rescuing life involved in incidents and providing treatment to casualties
- Supporting people involved in rescue operations

Contributing to resolving operational incidents (FF4)

- Controlling and extinguishing fires
- Resolving incidents other than those involving fire or hazardous materials
- Supporting people involved in an operational incident

Protecting the environment from the effects of hazardous materials (FF5)

- Mitigating damage to the environment from hazardous materials
- Decontaminating people and property affected by hazardous materials
- Supporting people involved in hazardous material incidents

Supporting effectiveness of operational responses (FF6)

- Collecting information on risks in the community
- Collecting information on resources in your community
- Maintaining internal resources

Support the development of colleague (FF7)

- Communicating skills and knowledge to colleagues
- Supporting development of colleagues

Contributing to fire safety solutions to minimise risks in the community (FF8)

- Inspecting premises to minimise risks to people, property and the environment
- Reporting on issues arising from inspection

Driving, manoeuvring and re-deploying fire service vehicles (FF9)

- Driving vehicles to incidents
- Manoeuvring, siting and re-deploying vehicles

Personal Qualities and Attributes (PQA)

During the recruitment and selection process, your skills and experience in relation to Personal Qualities and Attributes (PQAs) will be assessed. You will be asked to recall past experiences using specific examples because past performance and experience is a good indicator of future performance. A useful tool to use to prepare your application and for your interview is the S.T.A.R model. This model is defined as follows:

S = Situation – a specific situation that addresses the question

T = Task – the tasks associated with the situation

A = Action – the actions taken to address the situation

R = Result – the results of your actions

The following section is designed to give you more information about the different PQAs. Further information is available at www.ipds.co.uk

Commitment to Diversity and Integrity

Understands and respects diversity and adopts a fair and ethical approach to others.

- Is concerned to treat people fairly and ethically (e.g. completes work according to same high standards regardless of individual differences)
- Recognises the importance of an awareness of the community and understands its needs (e.g. is aware and respectful of differing cultures and backgrounds)
- Recognises and has respect for others backgrounds, views, values and beliefs (including religious beliefs)
- Maintains an open approach with others, taking account of, and accepting, individual differences such as age, ethnicity, gender, religious beliefs, social background, disability, sexual orientation and physical appearance
- Is committed to the Fire and Rescue Service values and actively promotes them (e.g. challenges inappropriate behaviour)
- Is honest when working with others and accepts accountability for own actions (e.g. quickly takes responsibility for own mistakes; respects the need for confidentiality; is trusted to enter others homes)

Openness to Change

Is open to change and actively seeks to support it.

- Demonstrates an understanding of the need for progress within the Fire and Rescue Service (e.g. explains the reasons for new working practices to colleagues absent from briefings)
- Accepts change both within the Fire and Rescue Service and in their own role and adapts effectively (e.g. willingly participates in community fire safety activities)
- Is aware of the impact of changes to the Fire and Rescue Service on their role (e.g. understands changes to working practices)
- Identifies ways, both within the Fire and Rescue Service and the local community, of supporting change and takes action where possible (e.g. is proactive in learning new tasks or ways of working)

Confidence and Resilience

Maintains a confident and resilient attitude in highly challenging situations.

- Remains in control of own emotions during emergency situations (e.g. does not panic and considers risk)
- Concentrates on the task despite pressure (e.g. pressure of time, noise, conflicting information and tasks, and concern for casualties)
- Challenges or questions others constructively to achieve more effective outcomes
- Retains confidence in own ability or convictions despite setbacks (e.g. after a community fire safety talk is received poorly)

Working with Others

Works effectively with others both within the Fire and Rescue Service and in the community.

- Works effectively with all team-members according to defined role (e.g. in teams of 2 and up to teams of 20), adjusting his/her role in accordance with instructions and changing circumstances
- Proactively generates positive working relationships, building rapport with a range of people both internally (e.g. attempts to get to know everyone in working environment) and externally (e.g. liaises with community groups to promote fire safety; works well with other emergency services)
- Concerned about the wider team and aware of shared objectives, as well as those of his/her immediate work-team (e.g. willing to give community fire safety talks at schools)
- Sensitive to the feelings and well-being of others and takes action to support them (e.g. able to reassure and calm members of the public in emergency situations; reminds team member to check air when using breathing apparatus)
- Presents an approachable and positive image of self and the Fire and Rescue Service to everybody in the community, irrespective of individual differences

Effective Communication

Communicates effectively both orally and in writing.

- Communicates verbal messages clearly, concisely and at a level appropriate to the audience so that message is understood regardless of individual differences
- Is sensitive to the needs of the audience and tailors communication in response to feedback (e.g. able to convey the importance of fire safety without distressing members of the public unnecessarily)
- Constantly alert for new information and listens actively to ensure accurate understanding (e.g. using appropriate body language, or by asking questions)
- Asks appropriate questions and checks understanding to ensure all messages received and sent are clearly understood (e.g. asks colleague to repeat message)
- Communicates effectively with both small and large groups
- Presents messages (e.g. fire safety information) in a way that promotes understanding (e.g. uses slides, videos and other visual aids appropriately during presentations and fire safety visits; engages with the audience)

- Writes clear, basic and appropriate information or messages that are understood by the recipient (e.g. completes standard Fire and Rescue Service forms and uses the Breathing Apparatus operations entry control board correctly)

Commitment to Development

Committed and able to develop self and others.

- Proactively reviews own performance using a variety of sources including seeking feedback from others (e.g. uses incident debriefs and personal development reviews to inform development)
- Identifies development needs in own knowledge, skills and understanding and takes action to improve (e.g. requests specific training as appropriate; makes a point of keeping up-to-date with changes in technology/procedures and incident type; recognises that own fitness levels need to be improved)
- Learns from a wide range of situations experienced by self or others (e.g. increases understanding about a community group following a safety discussion)
- Able to learn and retain a large amount of job relevant information, delivered both verbally and in writing, as part of an initial training course and ongoing development (e.g. operating procedures and standards)
- Actively encourages and supports others to continuously improve (e.g. updates colleagues concerning new information; participates in a mentoring programme to support new members of staff)
- Motivates self to keep relevant knowledge up-to-date

Problem Solving

Understands recalls, applies and adapts relevant information in an organised, safe and systematic way.

- Able to recall and apply relevant job related information and procedures during incidents, does not take information at face value when making a decision (e.g. does not assume that one casualty has been able to provide accurate information about other occupants of a building)
- Applies, and, if necessary, adapts current procedures and practices and to take account of a changing environment and to minimise risk
- Generates more than one solution to a problem and evaluates which one is best (e.g. in deciding how best to promote community fire safety)
- Considers immediate and wider objectives and implications (e.g. health and safety) to plan ahead to complete tasks in most efficient and safe way
- Prioritises, plans and completes tasks in a logical and systematic manner despite conflicting information (e.g. able to manage own actions during emergency situations)
- Able to understand, interpret and manipulate basic numerical information (e.g. in dials, tables, charts) and use basic arithmetical calculations correctly to apply task procedures (e.g. able to work out operation times when using Breathing Apparatus equipment)

Situational Awareness

Maintains an active awareness of the environment to promote safe and effective working.

- Constantly checks the environment and takes action to ensure safe working (e.g. looks for and assesses risks to safety of self and others)
- Has awareness of a range of safety related information without becoming unduly focused on any one piece of information (e.g. considers full range of factors at an incident such as location of team members at an incident)
- Provides timely and accurate information to confirm progress and outcomes against objectives (e.g. keeps team informed at incidents of changing circumstances)
- Able to judge space and distance within three dimensions and time to perform tasks safely and effectively (e.g. able to judge space and distance to work with ladders)

Commitment to Excellence

Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards.

- Continually looks to improve standards of working and offers suggestions as necessary (e.g. provides feedback concerning new or existing work practices to influence change or improve service delivery)
- Approaches work proactively and efficiently both with routine tasks and during incidents
- Adopts a conscientious approach to work (e.g. checks work to ensure all tasks completed correctly and with due attention to detail; maintains appropriate levels of personal fitness)
- Completes work using appropriate procedures (e.g. refrains from taking unsafe short-cuts)
- Completes work as instructed without being reminded constantly
- Is clear about the role of the firefighter and operates within agreed levels of authority and accountability (e.g. does not take action outside own level of control without seeking confirmation)
- Demonstrates a commitment to the work of the Fire and Rescue Service, viewing its role as socially important

Key Skills

Key skills help firefighters to achieve competent performance in the workplace by supporting demonstration of role-relevant knowledge, skills and understanding. The key skills required of a firefighter are:

- Communication (written and oral)
- Application of numbers
- Information technology
- Working with others
- Improving own learning and performance
- Problem solving

Firefighters are expected to develop and apply key skills at a level that matches the requirements of the expected work performance. The application of the necessary level of competencies in core skills forms an integral part of the requirements of their post.

Key relationships: Crew Managers
 Watch Managers
 Other Firefighters
 Members of the community

BENEFITS OF JOINING THE FIRE SERVICE AS A FIREFIGHTER (RDS)

Salary and Working Routines

Firefighters working on the Retained Duty System (RDS) receive a “retaining fee” of up to 10% of the wholetime annual salary paid in 12 monthly instalments. In return they must be available for emergency calls.

Firefighters (RDS) do not staff the fire station 24 hours a day like wholetime firefighters. They are notified of an emergency call via an alerter, which they carry with them. Therefore, they could be at home or at work when the call comes in. Firefighters (RDS) will book themselves available for fire calls and if a call comes in during this period, they will make their way to the fire station within 5 minutes and attend the incident.

For this they are paid as outlined in the table below.

FFT = Trainee Firefighter

FFD = Firefighter in Development

FFC = Competent Firefighter

Role	Retaining Fee: available more than 120 hours per week	Retaining Fee: available less than 120 hours per week	Hourly Rate	Attendance Fee	Disturbance Fee
FFT	£2,116	£1,587	£9.66	£4.83	£3.70
FFD	£2,204	£1,653	£10.06	£5.33	£3.70
FFC	£2,821	£2,115.75	£12.88	£6.44	£3.70

Holidays

Leave entitlement is 4 weeks rising to 5 weeks after 5 years continuous service.

Leave entitlements will be as agreed with representative bodies. The principles of leave laid out by the NJC will be adopted by Nottinghamshire Fire and Rescue Service.

Pension

The New Firefighters Pension Scheme took effect from 6 April 2006. This is a final salary, contributory occupational pension scheme, which has many benefits. Any previous pensionable service, whether it is an occupational pension scheme or a personal pension scheme, may be transferable into the New Firefighters Pension Scheme. More information will be provided with your contract of employment if you are successful.

Working Environment

You can expect a lot of variety in your working life, the chance to work as part of a team and the status and satisfaction that comes from providing a valued service to the community. Nottinghamshire Fire and Rescue Service recognises the benefits of assisting individuals to achieve a balance between home and working life and is committed to achieving a family friendly working environment.

Career Profile

Trainees begin their service with a posting to a fire station for a period of induction training.

This is followed by a two-year development programme during which time the trainee will combine periods of practical and technical training, which are carried out at the Training Centre, with consolidation training, which is carried out on their fire station.

Instruction will be given on appliances and equipment, and how to use them safely and correctly. Training is also given in rescue procedures, road traffic collision procedures, breathing apparatus wearing and pump operations.

Throughout this period regular tests are given. Written, verbal and practical tests are undertaken and must be passed to a satisfactory standard before a trainee can be deemed to have successfully completed their development programme.

Firefighters may then progress and build upon their development through driving courses and other specialist courses that the Fire Service has to offer.

TRAINING SCHEDULE

The following development is undertaken within 12 months of joining.

Module 1	Induction	2 Days	Sat - Sun
Module 2	Basic Skills	5 Days	Sun -Thurs
Module 3	First Responder	4 Days	Mon - Thurs
Module 4	Pumping A	2 Days	Sat – Sun
Module 5	RTC A	2 Days	Sat – Sun
Module 6	Water / Hazmat	2 Days	Sat – Sun
Module 7	ATR	2 Days	Sat – Sun
Module 8	BA	11 Days	Sun - Thurs
Module 9	RTC B	2 Days	Sat – Sun
Module 10	Pumping B	2 Days	Sat – Sun
Module 11	Final Assessment	2 Days	Sat – Sun

ENTRY REQUIREMENTS

Eligibility

The Home Office has laid down the following statutory requirements. You must be:-

- A minimum of 18 years of age on appointment.
- Of good character.
- Of a level of aerobic fitness and strength to enable you to undertake fire fighting duties.
- Able to pass medical and eyesight examinations to ensure you are fit to undertake fire-fighting duties.

Guidance on Health and Fitness for Potential Applicants

You will be assessed individually in relation to your health and fitness.

Generally if you are applying for a firefighter role you will need to be fit enough to meet the demands of the job whenever required to do so. You must be able to undertake work that will involve periods of intense activity, punctuated by periods of inactivity.

Fitness - It is essential to have a good level of aerobic fitness. This will be assessed at the medical.

Vision - A good standard of vision is required. You should have uncorrected vision of 6/18 in the better eye and 6/24 in the worse eye. Correct vision of 6/9 in both eyes and 6/12 in the worse eye is acceptable. Colour vision defects will be assessed on an individual basis. If you are unsure of your level of vision please consult an optician. Certain kinds of corrective laser surgery will be considered, provided that there have been no complications one year post-operation and subject to further eyesight tests.

Hearing - A good standard of hearing is required as firefighting is a safety critical role. Hearing is assessed using an audiometer in a sound proofed booth.

Lung Function Test - This will be assessed using a lung function machine which will identify a sufficient respiratory capacity to carry out firefighting. This is to ensure adequate oxygen intake is maintained to carry out duties requiring exertion over prolonged periods.

Blood Pressure - Raised blood pressure may require further investigation from your GP.

Urine test - A sample of urine will be required to test for signs of diabetes or other medical conditions.

Height/Weight – this will help to assess general health and fitness.

Health and Safety – we endeavour to fulfil the obligations placed upon by the Health and Safety at Work Act 1974, and expect our employees to do likewise with the obligations placed upon them. Some examples of requirements that are imposed on firefighters for health and safety reasons are as follows:-

- **Hair:** Hair must not impair the gas tightness of the facemask of breathing apparatus, nor must it impair vision or hearing. Long hair is to be tied up or pinned up so as to be clear of the ears and collar.
- **Make-up:** The use of make-up or hair preparations is not allowed while you are on duty.
- **Jewellery:** You must not wear rings, watches, bracelets or earrings while you are on operational duty.
- **Alcohol & Substance Misuse Policy:** Alcohol consumption is not allowed by Service personnel who are on duty or on call. Members of the Fire Service who have consumed alcohol are to make themselves unavailable for duty until the relevant period free of alcohol has passed. It should be borne in mind that alcohol can take a considerable time to be removed from the body and the effect varies from person to person.

If you require further advice, you should contact the Occupational Health and Fitness Centre on 0115 9675915.

Guidance for applicants who's primary employment is as a driver of a vehicle fitted with tachograph

**EC Drivers' Hours and Tacho graph Rules for Goods Vehicles (561/2006)
UK Domestic Drivers' Hours Rules**

If you are employed as a driver in your primary employment, the elements contained within the legislation (relating specifically to the criteria listed below) may have an impact upon your application as a Retained Firefighter with the Nottinghamshire Fire and Rescue Service.

- A driver must have 11 hours uninterrupted daily rest which may be reduced to a minimum of 9 hours no more than 3 times between any two weekly rest periods. Daily rest can be taken in two periods but the first period must then be at least 3 hours and the last at least 9 hours.
- In any two consecutive weeks, a driver should take two regular weekly rest periods (of at least 45 hours each) or one regular weekly rest period and one reduced weekly rest period of at least 24 hours. A reduced weekly rest must be compensated by an equivalent period of rest taken before the end of the third week following the week in which the reduction occurred.

THE RECRUITMENT PROCESS

The recruitment process for firefighters (RDS) is on a rolling programme. This means that we normally plan for 2 courses each year depending on the recruitment needs of the Service. If you miss the closing date, your application will be put forward for the next recruitment campaign.

Application Form

You need to decide if you are eligible to apply by completing pre-application checklist 1 and 2, which are in front of the application form. It is important that you read the instructions on the application form along with the guidance notes below.

There is also a self-selection questionnaire available for you to fill in at:
www.fire.gov.uk/Careers/Firefighter/SSQ

GUIDANCE FOR COMPLETING THE APPLICATION FORM

General

Please complete every section of the application form. The application form is the only acceptable format. No extra sheets or CV's should be submitted with your application.

This application can only be acknowledged if a stamped addressed envelope is enclosed. Applications received after the closing date will be considered with the next campaign, details of which are above.

If you ask a Councillor of the Fire Authority or a senior officer to use their influence to help you obtain this job your application will be withdrawn. If you give false or misleading information on your application form, it will be rejected. If you gain employment by making such statements, you will be liable to action, which could result in your dismissal.

If you are successful, the application form and supporting documents will be kept on your personal record file, and computer file, which are stored securely and confidentially.

If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which it will be destroyed.

Personal Details

It is important you complete this section accurately, as the information requested is needed to process your application and to allow us to communicate with you.

In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. The starting point of this confirmation is your National Insurance number. If you are selected for interview, you will be required to provide evidence, which can be in the form of your National Insurance Card, P45, P60, payslip, written communication from the Inland Revenue, Benefits Agency or Employment Service. If you are selected for the post, you will need to provide further evidence of eligibility to work in the UK. Details of evidence required will be issued to you with any provisional job offer.

Availability

To help us decide what times you could be available for Fire Service duties, please complete your hours of availability in the table within Section 2 of the application form. You must live or work near enough to the fire station in order to respond to emergency calls when alerted within a reasonable time, and in any event your attendance at the fire station should not normally exceed 5 minutes from the time of first being alerted.

If you need to change your availability during the recruitment campaign or whilst in employment, approval will be needed of the Chief Fire Officer. Please note changes to availability may affect your continued employment with the Nottinghamshire Fire and Rescue Service.

References

You need to provide the names of two people who will provide a reference. It is important that they are able to verify and substantiate the evidence provided on your application form, therefore, one of the references should be your present or most recent employer.

Equality and Fairness Monitoring Form

The information provided in this section will be used for statistical monitoring purposes and will be kept confidential. If we do not have this information, we will not be able to identify potential areas of discrimination.

The Disability Discrimination Act 1995 defines a disability as: "A physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities."

Completed Forms

The completed Application Form and Equality & Fairness Monitoring Form should be returned to:

**The Fire Station operating the Retained Duty System
Which you are able to respond to within 5 minutes.
Please see the enclosed covering letter for further details.**

It is your responsibility to ensure the correct postage is attached to allow the application form to be received. Completed application forms are carefully checked and answers scored. If you meet the nationally agreed level you will be invited to undertake the written tests.

Written Tests

You will complete the National Firefighters Questionnaire as it provides objective, fair and relevant information on the key skills, attributes and personal qualities needed to become a successful firefighter. You will also undertake the National Firefighter Ability Test which is split into 3 parts – Working with Numbers, Understanding Information and Situational Awareness and Problem Solving.

There are three tests that make up the NFA Tests, these are the:

- Working with Numbers Test. This is a timed test that lasts 45 minutes. Firefighters need to be able to make basic mathematical calculations, e.g. for interpreting gauges or calculating how much hose is needed at a fire. This test will examine these abilities.
- Understanding Information Test. This is a timed test that lasts 30 minutes. It assesses an individual's ability to understand and interpret the type of written information that a firefighter may commonly come across.
- Situational Awareness and Problem Solving Test. This is a timed test that will last 35 minutes. This test is designed to assess an individual's ability to ensure the safety of themselves and others and their ability to use information to solve problems.

The tests have been designed to be highly relevant to the work of Firefighters. They use scenarios and questions that reflect the type of activities and decisions that Firefighters may need to make on a routine basis. Each test has been fully trialed and tested, and candidate's performance will be compared to a large group of comparable Firefighter applicants. Whilst realistic and relevant to the Firefighter role no specific knowledge or experience of being a Firefighter is required to complete the tests. Candidates will not be at a disadvantage if they do not have this knowledge or experience.

The tests are being used as they provide objective, fair and relevant information on the key Personal Qualities and Attributes (PQAs) needed to become a successful Firefighter. Each test is assessed separately, but will be looked at together to form an overall measure of a candidate's suitability to become a Firefighter.

The tests are paper based and candidates will be given full instructions on how to complete one each before they take each test. An Administrator will also be present at the testing session and will guide them on each stage of the process. At the beginning of each assessment there will be example questions to check that individuals have understood the instructions and to make sure they feel comfortable taking the test.

The tests are taken under exam conditions and will last approximately 3 hours. If you achieve the satisfactory standard, you will be invited to undertake the job related tests.

Job Related Tests

The tests will determine whether you have the required levels of aerobic fitness and strength to carry out the role of a firefighter. You will be asked to complete medical declaration forms prior to taking these tests. We suggest you wear suitable clothes such as tracksuit bottoms, T-shirt and trainers.

In addition, you will be required to carry out job-related awareness tasks. These are designed to simulate aspects of a firefighter's role. You will be required to wear a fire kit, which will be provided. You should not be concerned at the prospect of taking these tests, as you will be closely supervised. Examples of the tests and the attributes being measured are below:

LADDER CLIMB:	To test confidence and ability to follow instructions
CASUALTY EVACUATION:	To test physical upper and lower body strength and co-ordination
LADDER LIFT:	To test physical upper and lower body strength and co-ordination
ENCLOSED SPACE:	To test confidence, agility and identify claustrophobic tendencies
EQUIPMENT ASSEMBLY:	To test manual dexterity
EQUIPMENT CARRY:	To test aerobic fitness, stamina, upper and lower body strength and co-ordination

Training can improve your aerobic capacity – in the very unfit by as much as 100%, in the moderately fit, by around 20 – 40%, and in the already fit by no more than 15%. By carrying out an exercise programme suitably geared for your age and sex, you can achieve substantial improvements in your aerobic capacity.

You are therefore advised to prepare for the tests by seeking appropriate advice from your local gym/fitness centre. Any exercise programme should be aimed at improving your physical fitness and stamina in preparation for the fitness tests detailed in this information pack for example, walking, swimming, running, circuit training etc.

You are advised to consult your own doctor before commencing any exercise programme to avoid any adverse side effects.

If you meet the required standard you will be invited to attend an interview.

Interview

This will be a panel interview and will comprise of 2 panel members. You will be asked several PQA-based questions and we advise that you use the S.T.A.R model to answer these questions. Further details about this model are provided on page 7 of this booklet. The interview will last no more than 1 hour.

Initially the interviewer will introduce him/herself to the candidate and talk them through the procedure of the interview. From then on, the main aim of the interview is to gather examples of when and how candidates have used skills that are important for potential firefighters. There are five areas that will be assessed.

- Working with Others – This is about working effectively with a variety of people whether they are in a team or in the community.
- Commitment to Excellence – This is about adopting a conscientious and proactive approach to work, and achieving and maintaining excellent standards.
- Commitment to Development – This is about being committed to, and being able to develop themselves and others.
- Commitment to Diversity and Integrity – This is about understanding and respecting other people's differences and treating people fairly and ethically.
- Communicating Effectively – This is about how effectively candidates verbally deliver information, make themselves understood and how they understand information.

Candidates will not be asked questions to assess 'Communicating effectively' - this will be examined through the way in which they communicate throughout the interview. As they go through the interview, the interviewer will tell the candidate which area their questions are focused on. Having an understanding of the area will help them target their examples to give their best response possible.

If you are successful at the interview stage, you will be required to attend a full medical.

Medical

The full medical takes place at our Occupational Health Unit and you will be expected to declare any health problems. It will be a matter for the occupational health doctor to consider whether any physical or mental impairment is incompatible with the duties of a firefighter. Each individual will be assessed on a case-by-case basis to ensure that there is no discrimination against individuals with a disability, however where safe adjustments cannot reasonably be made it may be necessary to reject a candidate on medical grounds. Drug and alcohol screening procedures will apply as part of pre-employment health and fitness checks.

Disclosure from the Criminal Records Bureau

As this post will involve contact with children and/or vulnerable adults, employment is subject to a satisfactory Criminal Records Bureau Standard Disclosure. Only those convictions that are relevant to the post will preclude your application being progressed further. The policy on the recruitment of ex-offenders is detailed below.

Registered persons and other recipients of disclosure information are required to comply with the CRB Code of Practice, a copy of which is available from the Human Resources Department upon request.

Eligibility to Work in the UK

In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we are required by law to check all candidates are entitled to work in this Country before offering a position.

If you are selected for a role, you will need to provide the following evidence of eligibility to work in the UK. Further details will be issued to you with any provisional job offer.

A passport showing you are a British Citizen and have a right of abode in the UK or a national passport or national identity card from a European Economic Area Country or Switzerland.

If you do not have one of the above documents you may alternatively produce a P45, P60 or National Insurance Card showing your NI number, PLUS a full birth certificate (including names of parents) issued in the UK, Channel Islands, Isle of Man or Ireland.

Offer of Employment

An offer of employment will only be made when satisfactory references, a satisfactory Disclosure from the Criminal Records Bureau and medical clearance have been obtained.

GENERAL INFORMATION

Canvassing is trying to unfairly promote an application. If you, or someone on your behalf, approaches any elected Councillor of the Combined Fire Authority, or any employee, and tries to gain favour for your application, your application will be rejected.

If you have any queries at any stage of the recruitment process, please do not hesitate to contact Human Resources Administration on 0115 9675880.

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Nottinghamshire Fire and Rescue Service actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with an offending background where that does not create a risk to children, young people or vulnerable adults.

We select candidates for interview based on their skills, qualifications and experience and make every effort to prevent unfair discrimination against those with criminal records.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, NFRS complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. NFRS jobs which are exempt under the Rehabilitation of Offenders Act 1974 usually involve work that brings the person into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18. For those positions where a Disclosure is required, all job adverts and recruitment packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

We ensure that all staff that are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every person subject to a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available upon request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.