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| **APPLICATION FORM – STRICTLY CONFIDENTIAL** Please complete in black ink or type: |

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| Application for the post of: | Closing Date: |
| Surname: | Forenames(s): |
| Address: | |
| Post Code: | Tel Home No: |
| Mobile No: | Tel No Work: |
| National Insurance No: | Email Address: |
| Do you hold a current UK driving licence? Yes  No | What type of licence? |
| ***If you are successfully shortlisted for interview, and driving is a requirement of the post as indicated on the Person Specification, you will be required to provide a unique licence check code - failure to do so may result in your application failing to progress.*** | |
| Are there any restrictions on your right to work in the UK? Yes  No | |
| If yes, please state restrictions and the expiry date of any permissions? | |

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| **CURRENT / MOST RECENT POST** | | | | | |
| Name & Address of Employer | Position Held | Salary/Grade | Date Started | Period of Notice | Reason for Leaving |
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| Please give brief details of your present duties/responsibilities: | | | | | |

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| **PREVIOUS EMPLOYMENT** (Please include any periods of unemployment) | | | | | |
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| Name & Address of Employer | Position Held | Salary | Date Started | Date To | Reason for Leaving |
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| If you have ever been employed by North Wales Fire and Rescue Service please add your Fire Service Number here : | | | | |  |

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| **EDUCATIONAL AND OTHER QUALIFICATIONS** (Schools/Colleges/University etc) |

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| Name of School, College, University or Education / Training Centre | Subjects | Qualification/Examination Result | Awarding Body |
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| **CURRENT MEMBERSHIP OF PROFESSIONAL INSTITUTES / BODIES** |

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| --- | --- |
| Name of Institute | Grade / Level of Membership |
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| **EXPERIENCES/ACHIEVEMENTS** | |

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| Please give details of your knowledge, skills and experience which you feel are relevant to the requirements of this post and your application. (Please attach a continuation sheet if required). **It is essential that the application demonstrates that you are able to satisfy the essential requirements of the post, as detailed in the person specification - failure to do so may result in your application failing to progress.** |
| **REHABILITATION OF OFFENDERS ACT 1974** and **SAFEGUARDING VULNERABLE GROUPS ACT 2006** |

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| Under the provisions of these Acts and Regulations you need not normally disclose details of any ‘spent’ convictions. However, if the post you are applying for involves regulated activity with vulnerable adults or children then you must disclose all convictions, cautions, reprimands or final warnings, as if your application is successful you will be subject to an Enhanced DBS Check. All other posts will require a Basic Level DBS Check. By signing this application form you are hereby giving consent to undertake the above checks if your application is successful. The Person Specification will advise if the post you are applying to requires an Enhanced or Basic Level DBS Check. | |
| Do you have any ‘unspent’ convictions? | Yes  No |
| (If Yes, please give details of the offence date and the sanction imposed) | |
| *Please only answer the following question if the post you are applying to will be subject to an Enhanced DBS Check.* Do you have any ‘spent’ convictions, cautions, reprimands or final warnings? | Yes  No |
| (If Yes, please give details of the offence date and the sanction imposed) | |

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| **KNOWLEDGE OF LANGUAGES** – Please tick where appropriate |

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| Are you able to speak Welsh to the standard outlined within the person specification?  Are you able to speak English to the standard outlined within the person specification? | Yes  No  Yes  No |
| Are you able to read/write in Welsh to the standard outlined within the person specification?  Are you able to read/write in English to the standard outlined within the person specification? | Yes  No  Yes  No |
| Should you be shortlisted for interview, in which language would you prefer the interview to be conducted? | Welsh  English |
| In which language would you prefer to receive communication from North Wales Fire and Rescue Service? | Welsh  English  Bilingual |

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| **ADDITIONAL INFORMATION** |

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| Are you personally connected to any employee of North Wales Fire & Rescue Service (examples of a personal connection include, but are not limited to, relatives, partners or friends and people you communicate with outside of employment either face to face, over the phone, or online). If so, please provide details below – please attach another sheet if required. |
| Name:  In what capacity are they known to you:  Have you discussed this application with them? Yes  No |

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| A guaranteed interview will be offered to Veterans and the Spouses/Partners of Veterans and Regular serving members of the Armed Forces.  This is conditional on the essential criteria of the job being met and no longer than 5 years has lapsed since leaving the Armed Forces (subject to supporting information being provided on request). |
| Are you or your spouse a current member of the UK Armed Forces? Yes  No |
| If yes, please provide details: |
| Have you previously been a member of the UK Armed Forces? Yes  No |
| If yes, please provide details: |

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| Please give any dates in the near future when you will not be available for interview. |
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| **REFERENCES** |

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| Please give the name and address of two referees, one of which should be your current employer (note we will not contact current employers unless you have been offered a position with North Wales Fire & Rescue Service.) I hereby authorise you to take up references from my previous employer(s), my present employer (once the offer of employment has been confirmed in writing) and any personal referees. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. |

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| Name & Address | How long and in what capacity has the referee known you | | | |
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| **Have you recently received an exit**  **payment from another public body?** | **Yes** |  | **Date payment received:** |  |
| **No** |  |

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| **DECLARATION** |

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| Canvassing by an applicant of members of the Fire & Rescue Authority either directly or indirectly shall disqualify the candidate concerned for the appointment. | |
| I declare that the statements given on this form are true and accurate to the best of my knowledge and belief and I am not aware of any circumstances, which if known, or become known, to the Fire & Rescue Authority might cause them to question my suitability for appointment. | |
| Signed:  Forms received via email will not require a wet signature. | Date: |

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| Where did you see the advertisement? |

Thank you for taking the time to complete this application.

Please return completed Application Forms via email to: [chief.executive@flintshire.gov.uk](mailto:chief.executive@flintshire.gov.uk).

Please do not submit your CV with your Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

Applications received after the closing date will not be considered.





**FOR THE ATTENTION OF HR: *to be detached from Application form upon receipt***

**EQUALITIES MONITORING**

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| **Name:** |  | | **Date of Birth:** |
| **Date completed:** |  | | |
| **Post Applied For:** |  | | |
| **Fire Service Number: *(Internal Application only)*** | |  | |
| As a public authority North Wales Fire and Rescue Service is required to take steps and aims to promote equality of opportunity and combat discrimination. This information does not form any part of your application and is removed from your application form before submission to the short-listing stage. The information gathered will be used for monitoring, and informing positive action initiatives. | | | |

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| **Ethnicity: *What is your ethnic group?*** |

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| --- | --- | --- | --- | --- | --- |
| **White** | | |  | **Mixed/multiple ethnic groups** | |
|  | British | |  |  | White and Black Caribbean |
|  | Welsh | |  |  | White and Black African |
|  | English | |  |  | White and Asian |
|  | Scottish | |  |  | Do not wish to state |
|  | Irish/Northern Irish | |  |  | Other please specify below: |
|  | Gypsy or Irish Traveller | |  |  |  |
|  | Do not wish to state | |  | | |
|  | Other please specify below: | |  | **Asian/Asian British** | |
|  |  | |  |  | Indian |
|  | | |  |  | Pakistani |
| **Black/African/Caribbean/Black British** | | |  |  | Bangladeshi |
|  | African | |  |  | Chinese |
|  | Caribbean | |  |  | Do not wish to state |
|  | Do not wish to state | |  |  | Other please specify below: |
|  | Other please specify below: | |  |  |  |
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| **Any other Ethnic Group** | | |  |  |  |
|  | Other please specify below: | |  |  |  |
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| **Sex and Sexual Identity:** | | | | | |
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| **Sex:** What is your sex? | |  | **Sexual Identity:** which best describes how you think of yourself? | | |
|  | Female |  |  | Heterosexual/Straight | |
|  | Male |  |  | Gay/Lesbian | |
|  | |  |  | Bisexual | |
| **Gender Identity:** Which of the following describes how you think of yourself? | |  |  | Do not wish to state | |
|  | Female |  |  | Other please specify below: | |
|  | Male |  |  |  | |
|  | In another way |  |  |  |
|  | Not applicable |  |  |  |
|  | Do not wish to state |  |  |  |

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| **Disability and Marriage or Civil Partnership** |
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| **Disability**  North Wales Fire and Rescue Service operate an Interview Guarantee Scheme for candidates with disabilities (Two Ticks). This means that any job applicant, who has a disability and meeting the essential job requirement set out in the person specification, will be invited to the selection process/interview. A disability is defined under the Equality Act 2010 as a physical or mental impairment, which has a substantial long-term adverse impact on a person’s ability to carry out normal day-to-day activities. |
| **Marriage or Civil Partnership Same Sex Couples**  Civil partnerships in the United Kingdom, granted under the Civil Partnership Act 2004, allow same-sex couples to obtain essentially the same rights and responsibilities as civil marriage.  The Marriage (Same Sex Couples) Act 2013 legalised full same-sex marriage starting from March 2014, although civil partnership also remains available. |

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| **Disability** | |  | **Marriage or Civil Partnership** | | |
| *Do you have a long-standing physical or mental health condition or disability?  By long standing, we mean anything that has lasted or is likely to last at least 12 months.* | | What is your legal marital or same-sex status? | **Opposite Sex** | **Same Sex** |
|  | Physical Impairment | Married |  |  |
|  | Sensory Impairment | Living with a partner |  |  |
|  | Mental Health condition | Registered Civil Partnership |  |  |
|  | Long standing illness or health condition |
| Single | |  |
|  | Other such as disfigurement | Widowed | |  |
|  | Learning Disability | Separated | |  |
|  | Do not wish to state | Divorced | |  |
|  | None |  | Do not wish to state | |  |

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| **National Identity and Religion** | | | | | | |
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| **National Identity:** | | |  | **Religion: What is your religion?** | | |
|  | British | |  |  | | No Religion |
|  | Welsh | |  |  | | Christian (All denominations) |
|  | Scottish | |  |  | | Buddhist |
|  | English | |  |  | | Hindu |
|  | Irish/Northern Irish | |  |  | | Jewish |
|  | Do not wish to state | |  |  | | Sikh |
|  | Other please specify below: | |  |  | | Muslim |
|  |  | |  |  | | Do not wish to state |
|  |  |  |  |  | | Other please specify below: |
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| **Welsh language status:** | | | |
| Fluent | Learning | Attending Lessons | Cannot speak Welsh at all |

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| **OFFICIAL HR USE ONLY:** | |
| Date entered on HRIS |  |