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Application for Employment

CONFIDENTIAL



Please complete this form in full.

Title of Post: _____	Grade: _____	Closing Date: _____
Directorate/Unit: _____	Location: _____	Post Number: _____

Where did you see this post advertised?
(if on a website, please state which)

Personal Details (please complete this section in BLOCK CAPITALS)

Surname: _____	Home Tel No: _____
First Name(s): _____	Work Tel No: _____
Address: _____	Mobile Tel No: _____
_____	Email: _____
_____	National Ins No: _____
Post Code: _____	_____
Have you a current driving licence? Yes / No	
If yes , type and class of licence?	

Will you need a work permit if appointed to this post? Yes / No	

Qualifications and Training (include qualifications gained at School, College or University, and any relevant Training Courses)

Establishment	Qualification/Training	Grade/Level	Date

Membership of Professional or Technical Associations

Name of Association or Body	Membership grade	Was membership gained by examination?	Method of study	Date

Present (or most recent) Employer

Name of employer/type of business	Date appointed	Position held	Salary	Brief summary of duties, and reason for leaving (if applicable)

Past Employment (most recent first)

Please give details of all positions held since completing your full time education (including work experience, part-time and vacation jobs). Continue on separate sheet if necessary.

Name of employer/type of business	Dates (from/to)	Position held	Salary	Brief summary of duties, and reason for leaving

References

Please provide details of two referees below.

- **If employed**, one referee must be your present employer (others should preferably be previous employers).
- **If no previous employment**, give referees from your School/College/Training Centre, any part-time/temporary work or other responsible person.

Referee 1

Name: _____

Address: _____

Post Code: _____

Email Address: _____

Occupation/Title: _____

Telephone No: _____

Referee 2

Name: _____

Address: _____

Post Code: _____

Email Address: _____

Occupation/Title: _____

Telephone No: _____

References will be called for when you receive an offer of employment, please tick the box to the right if you **wish to be asked** before we contact your present employer.

Disability & Reasonable Adjustments

The Equality Act defines a person as having a disability if he or she has a “physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out their normal day-to-day activities”. If you consider you have a disability and can demonstrate you meet the essential requirements for this post, we will offer you an interview. If this applies to you, please contact Human Resources on 0117 9262061.

Also, if have any specific requirements or require reasonable adjustments to be made throughout our selection process, please contact Human Resources on the above number to ensure appropriate arrangements are made for you.

Criminal Convictions

Do you have any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974? (Please include any offences dealt with by a Court of Law or by HM Services Disciplinary Procedures, and any driving offences in the last 5 years.) **Yes / No**

If **yes**, please give details below:

Date	Offence	Judgement (ie sentence and fine)

Do you have any charges pending? **Yes No** If **yes**, please give details:

Availability

If appointed, how much notice would you be required to give your current employer (when would you be able to start work)?

Please give details of any previous applications for employment with Avon Fire & Rescue Service:

If appointed to this post will you retain any other form of paid employment which is being currently undertaken by you? **Yes / No**

If **yes**, please give details below of employment, including number of hours worked:

To your knowledge are you related to, or associated with any Councillor or Employee of Avon Fire & Rescue Service? **Yes / No**

If **yes**, please complete the section below:

Name:

Relationship:

Position/Directorate/Unit:

Please note, deliberate omission to notify any such relationship could lead to disqualification of your application or later dismissal if appointed. Canvassing members of the Fire Authority, directly or indirectly, disqualifies your application.

Notes:

1. False or misleading information on this form will disqualify you from appointment or if appointed will render you liable to dismissal without notice.
2. Please ensure your application is received in Human Resources by noon on the closing date to ensure consideration, late applications will not be accepted.
3. Appointees who are not currently employed by Avon Fire & Rescue Service will be subject to a probationary period of service.
4. Evidence of medical fitness, satisfactory references, proof of qualifications and eligibility to work within the UK will be required on appointment.
5. Information about what personal data the Service will collect, hold and use as part of its recruitment process, please click on this link; <https://www.avonfire.gov.uk/privacy/recruitment-and-selection>.

DECLARATION: I certify that the details in this application are correct.

Signature of applicant:

Date:

Please tell us why you wish to apply for this post, identifying how you meet the essential and desirable criteria outlined on the job description. Explain how your skills, experience and personal qualities match the requirements of the role. Give specific examples where possible, and details of any training you have had which you consider to be relevant. Ensure that any additional sheets are attached securely.

Equal Opportunities Monitoring Information Form



The Fire & Rescue Service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. It will be detached from your application on receipt. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

Name			
Vacancy		Closing date	

Gender			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

Ethnic Origin	
White: <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other background	Black and Black British: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background
Mixed: <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background	Asian or Asian British: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
Chinese or other ethnic group: <input type="checkbox"/> Chinese <input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to specify

Disability	
Under the Equality Act a person has a disability if “they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to perform normal day-to-day activities”. Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Sexual Orientation			
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Gay / Lesbian	<input type="checkbox"/> Prefer not to say

Religious Faith or Belief			
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Muslim	<input type="checkbox"/> Jewish	<input type="checkbox"/> Other
<input type="checkbox"/> Hindu	<input type="checkbox"/> Christian	<input type="checkbox"/> Sikh	<input type="checkbox"/> Prefer not to say

Please return your completed application to: hr.admin@avonfire.gov.uk