**Application for Employment – Support Staff**

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| **Post applied for:** |  |
| **Post Number:** |  |
| **Where did you see the post advertised?** |  |

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| **Section A** |
| **Monitoring of Recruitment**  Humberside Fire and Rescue Service is committed to providing equality of opportunity in its employment procedures, and will consider all applicants on the basis of their suitability for the post irrespective of gender, age, marital status, responsibility for dependents, race or ethnic origins, religion, sexuality or disability.  In order for the Service to monitor the effectiveness of its Diversity and Inclusion strategy, you are requested to complete the following survey. Please note that all information in Section A will be separated from your application upon receipt and will not be made available to the people who will read the application form itself.  It will be used for monitoring purposes only as part of our Equality and Inclusion framework and will be kept and used in accordance with data protection rules. |

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| **Personal Details** |

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| **Title:** |  |
| **First Name:** |  |
| **Surname:** |  |
| **Preferred Name/ Known As:** |  |

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| **Address:** |  |
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| **City/ Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

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| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Email Address:** |  |

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| **If the post you are applying for is open to job sharing**  **would you like to be considered for job share?** | Yes  No |

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| **Asylum and Immigration Legislation. Right to work in the UK:** | |
| **Are you a UK Citizen?** | Yes  No |
| **Are you an EU Citizen?** | Yes  No |
| **If No to both of the above, do you have indefinite leave to remain in the UK?** | Yes  No |
| **If No to all of the above, what visa do you hold?** |  |

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| **Diversity and Inclusion Monitoring** | |
| **Age Range:** | |
| Under 25  25 -34  35 - 44  45 - 54  55 - 64  65 or over  Prefer not to say | |
| **Gender:** | |
| Male  Female  Prefer not to say | |
| **Marital Status:** | |
| Civil Partnership  Divorced  Living with Partner  Married  Separated  Single | |
| Widowed  Prefer not to say | |
| **Sexual Orientation:** | |
| Lesbian  Gay  Heterosexual  Bisexual  Prefer not to say | |
| **Religious Belief:** | |
| Christian\*  Muslim  Buddhist  Jewish  Hindu  Sikh  Other religion  None  Prefer not to say | |
| If Other please specify |  |
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| \*including Church of England, Catholic, Protestant and all other Christian denominations | |

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| **Ethnic Origin:** |  |
| **A. White** | |
| English/Welsh/Scottish/Nth Irish/British  Irish  Gypsy or Irish Traveller  Other | |
| **B. Mixed** | |
| White and Black Caribbean  White and Black African  White and Asian  Other | |
| **C. Asian or Asian Background** | |
| Bangladeshi  Chinese  Indian  Pakistani  Other | |
| **D. Black/African/Caribbean/Black British** | |
| African  Caribbean  Other | |
| **E. Other Ethnic Group** | |
| Arab  Other | |
| If you have selected Other on any of the above, please specify: |  |

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| **Disability** | |
| Disability is defined as ‘a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day duties’. Long-term impairment is defined as lasting or being likely to last for at least 12 months. | |
| Do you consider yourself to have a disability under the Equality Act 2010? | Yes  No  Prefer not to say |
| *If yes, please give details of your disability. Do you have or need any specific equipment/aides/adaptations? E.g. during a recruitment interview process or at work?* | |
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| **Communication Barriers** | |
| A communication barrier may affect your ability to receive and understand information,  e.g. literacy/numeracy skills for instance if English is not your first language | |
| Do you need any support/assistance due to a communication barrier? | Yes  No  Prefer not to say |
| *If yes, please give details below:* | |
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| **Guidance Notes** |

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information you provide in the form.

### Monitoring Form

To ensure the authority does not discriminate against any section of the community, a monitoring process is used to ensure that no group is put at a disadvantage, either directly or indirectly. The monitoring form is used for information purposes only. It is removed from the application form and is not used in any way for selection purposes.

### Employment Details

Ensure that your employment details and dates are continuous; document your main responsibilities, start with your most recent employer. Please show any periods of unemployment, domestic activities or voluntary work.

### Experience

This section offers you the chance to promote yourself. Give evidence to show that you have the necessary experience/knowledge for the requirements of the post. Make sure you fill in this section; if you do not, we will be unable to assess your application against the criteria. Do not merely repeat your career history but tailor your application to this specific job and provide examples. **Please note pre-prepared CV’s will not be accepted.**

### References

If you have been employed, one referee should be your present or last employer. Referees cannot be related to you or live with you.

### Equality and Inclusion

Humberside Fire and Rescue Service promotes equality for all and applicants will be considered on the basis of job related requirements only, irrespective of their status or personal circumstances.

### Rehabilitation of Offenders Act (1974)

You are required to list any convictions that are not spent under the above Act. These will not be taken into consideration unless they are relevant to the duties of the post. If you need any further guidance, please contact the Human Resources Team.

### Notifying Candidates

We have reluctantly adopted the practice of not acknowledging unsuccessful applications. If you have not heard from us within six weeks of the closing date for applications, please assume that you were unsuccessful on this occasion.

**Application for Employment – Support Staff**

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| **Post applied for:** |  |
| **Post Number:** |  |
| **Surname:** |  |

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| **Section B** |

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| **Education and Training (from age 11) - Most recent First** |

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| **Establishment** (e.g. University,  College, School, Training Provider) | **Qualification Type** (e.g. NVQ, Degree) | **Subject**  (e.g. Maths, English) | | **Grade/ Result** |
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| **Professional Qualifications and Membership of Professional Institutions** | | | | |
| **Qualification/Membership** | | | **Date** | |
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| **Current/ Last Employment** | | | | | | |
| **Name and Address of Employer:** | | |  | | | |
| **Job Title/Role:** | | |  | | | |
| **Salary:** | | |  | | | |
| **Start Date:** | | |  | | | |
| **Leave Date (if applicable):** | | |  | | | |
| **Reason for Leaving:** | | |  | | | |
| **Period of Notice:** | | |  | | | |
| **Brief summary of main duties and responsibilities:** | | |  | | | |
| **Employment History**  **(most recent first and include any relevant voluntary work)** | | | | | |  |
| **Name of Employer** | **Job Title/Role** | **Date From** | | **Date To** | **Brief summary of main duties and responsibilities** | |
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| **Supporting Statement** |
| Please use this section to explain why you would make a good applicant for this post, including experience you have gained, (both in work and in voluntary/domestic activities), skills you have to offer and personal qualities. Relate your comments to the job description, personal specification and advertisement  (Please continue on a separate sheet to a maximum of 4 pages).  **PLEASE NOTE:** In order to achieve consistency in the selection process and to aid the comparison of applicants in an objective way, no applications will be accepted for short-listing unless they are submitted on the ‘Application for Employment’ form. **Please do not use a pre-prepared CV.** |
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| **Additional Information** | |
| Do you have a current driving licence? | Provisional  Full  LGV  None |
| Do you have any current endorsements? | Yes  No |
| *If Yes, please give brief details:* |  |
| Have you a criminal conviction or are you at present the subject of criminal charges which you should disclose? | Yes  No |
| *If Yes please give details*  *(which will be treated sensitively*  *and in confidence):* |  |
| *Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Please note that certain roles will be subject to an enhanced Disclosure and Barring Service check.* | |

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| **References** | | |
| Please give the names and addresses of two people who have agreed to act as referees (one of whom should be your present or most recent employer) who we can contact for a reference on your suitability to carry out the duties of the post. | | |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Organisation Name:** |  |  |
| **Position Held:** |  |  |
| **Address:** |  |  |
| **Post Code:** |  |  |
| **Telephone:** |  |  |
| **Email Address:** |  |  |
| **May we take up references before interview?** | Yes  No | Yes  No |

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| **Declarations** | | |
| Are you related to any Elected Member of Humberside Fire Authority or Senior Officer of Humberside Fire and Rescue Service? | Yes No | |
| *If Yes, please give name and relationship:* |  | |
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| *I understand that canvassing of Elected Members of Humberside Fire Authority or employees of Humberside Fire and Rescue Service in connection with this appointment or knowingly failing to disclose a relationship or information will disqualify me.*  *I confirm that the information given by me on this form is, to the best of my knowledge, true and complete. I accept that any false statement or material omissions may lead to the rejection of my application or, if employed, my dismissal from the post.*  *I understand that Humberside Fire and Rescue Service reserves the right to verify claims made in this application.*  *I agree to Humberside Fire and Rescue Service collecting, retaining and processing personal information on this application form in connection with any proposed employment and to monitor the Service’s compliance with the law and best practice in terms of equal opportunity and non-discrimination under Data Protection Rules.* | | |
| **Signed:** | | **Date:** |