



Thank you for your interest in our vacancy. We are pleased to send you further details of the post as follows:

- Application form
- Monitoring form
- Job advertisement
- Job description

Your Application

Your completed application should be returned to Human Resources by **noon on the closing date** stated on the job advertisement. If you would like us to acknowledge receipt of your application, please also enclose a stamped addressed envelope or postcard.

If you are selected for interview you will be contacted by letter as soon as possible after the closing date. All candidates receive written confirmation of the outcome of their application.

Completing your Application

It is important that you complete all sections of the application form clearly. If you have any difficulty in completing the form or require the form in a larger format, please contact Human Resources.

Post Details

Please enter these details on the application form so that we can clearly identify which job you are applying for. This information can be found on the job advertisement. To help us to ensure our advertising is as effective as possible, please also tell us where you saw our vacancy advertised.

Qualifications and Training

Provide us with details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You will be asked to provide proof of relevant qualifications and training either at interview, or if you are offered the job.

Present Employer and Previous Employment

Tell us about your current and past employers, including dates, and give us details about your duties. List any work experience you have which you think would help you in the job, including any voluntary work, temporary jobs, part-time or holiday work.

References

Please provide the name and contact details of two referees. Your nominated referees could be teachers, community workers or employers, but if you are in work or have been employed, one of your nominated referees **must** be your current or most recent employer. You can also give the names of professional people (who are *not* friends or relatives) who know you well enough to comment on your ability to do the job you have applied for. You may wish to make your referees aware that we may be contacting them.

Disability

Avon Fire & Rescue Service is an equal opportunities employer. If you consider you have a disability (as defined by the Disability Discrimination Act) and can demonstrate you meet the essential requirements for the post you are applying for, we will automatically offer you an interview. If you have any specific requirements (for example, dyslexia), or require assistance or reasonable adjustments (for example, a British Sign Language interpreter, or information in larger font) to be made for you during the selection process due to disability or long-term health condition, we will do our best to assist you. You are given the opportunity to express your needs on the application form.

Rehabilitation of Offenders Act

If you have a previous criminal record this will not necessarily disqualify you from employment. All applications are considered strictly on their merit, and in particular whether the offence has a bearing on your suitability for employment having regard to the duties of the role. However, you are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974, including offences dealt with by a court of law, HM services disciplinary procedures and any driving offences (your driving licence will be checked). You must also tell us immediately if you are charged with an offence after you complete the application form and before you take up any employment offered as a result of your application. If you are unsure about your answers in this section please seek advice as failure to declare such unspent convictions will mean your application will be rejected.

Data Protection

Any information you provide will be confidentially stored and only accessed by personnel involved in the recruitment process. Once the process is complete, the data relating to unsuccessful applicants will be destroyed after a fixed period.

Relevant Experience

The job description outlines the main duties of the job and the skills, qualifications, personal qualities and experience required to do it. This is the criteria against which you will be assessed. The information you provide on your application will be compared to the criteria and a decision made to invite you to interview; therefore it is important that you explain clearly how your skills, experience and personal qualities match the requirements in the job description. Give specific examples wherever possible. Your experience does not necessarily have to be work-based, but can be drawn from home life, social activities or voluntary work etc. Please do not submit a CV. Any additional information relating to the criteria can be submitted on a separate sheet of paper inserted into your application.

Remember to sign and date your application form. If you send your application form to us electronically you will be asked to sign it if you are invited to interview.

PREVENTING PROTECTING RESPONDING

Avon Fire & Rescue Service, as an Equal Opportunity Employer, considers applicants on their suitability for the post, regardless of sex, age, race, disability or sexual orientation

Coming For Interview

If you have a disability that requires any specific requirements, such as the need for a signer, special access to the building or parking, please let us know prior to your interview so that we can make the necessary arrangements.

Evidence of any relevant qualifications will be requested at interview.

Decisions regarding offers of employment are made as soon as possible following interview, and all offers are subject to satisfactory references.

If offered a job you will be asked to complete a confidential medical questionnaire. All new employees are subject to a satisfactory medical report from our Occupational Health Provider who may require any potential employee to attend for medical examination.

Conditions of Service

Salary

Offers of appointment are made within the agreed salary grade for the post. Salary progression within the grade is by annual increments. Salaries are paid monthly by Direct Bank Credit Transfer on a last banking day of the month. If you have applied for a part time post your salary will be pro-rated, that is, you will receive a proportion of the full salary corresponding to the hours you work.

Hours of Work

A 37-hour week is normally worked, Monday to Friday, and normal office hours are 8.30am-5.00pm. A flexi-time scheme is in operation for the majority of posts and is run in conjunction with business requirements for office cover.

Job Share

Job Share operates in all Units across the Service for all full-time posts, unless otherwise stated in the advertisement. Further details of the conditions relating to our Job Share Scheme are available on request.

Probation

New employees are subject to the satisfactory completion of a period of probationary service which will normally be no more than 6 months. During your probationary service you will be expected to establish your suitability for the post.

Holidays

Annual leave entitlement is dependent upon grade and length of service. The minimum entitlement is 23 days per annum, increasing by five days after five years service, and an additional one day after 10 years service. The leave year runs from 01 April to 31 March. In addition to annual leave, offices are closed on eight statutory holidays per year. Leave entitlement for part time employees is calculated on a pro rata basis.

Pension

All new employees are automatically admitted to the Local Government Pension Scheme, which provides ill health and retirement benefits linked to final salaries. Employees can opt out of the scheme, and full details are given on appointment.

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Full-Time Service

Employees who are graded above Hay 8 (i.e. Hay 7 – Hay 0) are required to devote their full-time service to the work of Avon Fire and Rescue Service and must not engage in any other business or take up any other additional appointment without the express consent of the Service.

Politically Restricted Posts

Some of our posts are politically restricted. You will be advised in the job description if this is the case for the role you have applied for.

Trade Union Membership

Avon Fire & Rescue Service fully supports the system of collective bargaining, believes in the principle of solving industrial relations problems by discussion and agreement, and recognises the rights of individuals to belong to appropriate trades unions.

Smoking at Work

In the interests of promoting better health for all its employees and in accordance with current legislation, the Service does not permit smoking within its buildings and vehicles. There may be places in the open air suitable for smoking providing these are not occupied by other Service employees or visitors.

Car Parking

You should note that parking is not available at our Headquarters premises. Parking meters are available around the perimeter of the building. Parking is available at our outer offices.

Refreshments

A canteen facility is available at our Headquarters premises, and similar facilities at our outer offices.

Corporate Wear

New employees are required to wear Avon Fire & Rescue Service branded corporate wear, and this will be provided upon appointment.

The above is a brief introduction to some of our benefits and conditions. In addition, there are specific schemes for sickness allowance, maternity/adoption/paternity leave etc. If you have any questions, you will be given the opportunity to ask these at interview.

If you require any further information at this stage, please contact Human Resources on extension 353.

Yours sincerely

The Recruitment Team
Human Resources

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