



Information for Applicants



central and south of scotland joint
firefighter recruitment
board



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Introduction

Introduction

This information booklet has been compiled to give you the information you need to make a decision on whether the job of a Firefighter is right for you. If you are satisfied that you have the necessary skills and qualities to be a Firefighter, you should complete the application form enclosed in the pack. Please ensure that you read this booklet prior to completing the application forms.

What is the Central and South of Scotland Joint Firefighter Recruitment Board?

The Central and South of Scotland Joint Firefighter Recruitment Board is a collaborative group which has been set up to enable the joint recruitment and selection of Firefighters within:

Central Scotland Fire and Rescue Service
Dumfries and Galloway Fire and Rescue Service
Fife Fire and Rescue Service
Lothian and Borders Fire and Rescue Service

You are requested to detail on the application form which Fire and Rescue Service(s) you are applying for. You should do this by ranking the Services in order of preference, however you can of course limit your choice to only one or two.

Here is some information about each of the four organisations within the collaborative group.

Central Scotland Fire and Rescue Service

Central Scotland Fire and Rescue Service lies in the centre of Scotland bounded on all sides by the other Scottish Services with the exception of Highland and Islands, Grampian and Dumfries and Galloway. The Service covers Tyndrum and Killin in the North to Slamannan and Bo'ness in the South.

The Service has four wholtime stations located in Falkirk, Stirling, Alloa and Bo'ness. The Service employs approximately 500 personnel in various functions of which 245 are employed as Wholtime Firefighters.

Dumfries and Galloway Fire and Rescue Service

Dumfries and Galloway Fire and Rescue Service covers South West Scotland, a predominantly rural area, from Stranraer to Langholm.

The Service has 18 stations, one of which is wholtime and located in Dumfries. The Service employs approximately 374 personnel in various functions of which 78 are employed as Wholtime Firefighters.

Fife Fire and Rescue Service

Fife Fire and Rescue Service covers an area bounded to the north by the river Tay and to the south by the river Forth.

The Service has six wholtime stations, located in Dunfermline, Glenrothes, Kirkcaldy, Lochgelly, Methil and Rosyth. The Service employs approximately 560 people in various functions of which 220 are employed as Wholtime Firefighters.

Lothian and Borders Fire and Rescue Service

Lothian and Borders Fire and Rescue Service covers an area of 2,500 square miles of the south-east of Scotland.

The Service has 13 wholetime stations located in the following five areas: -

City of Edinburgh – Liberton, Tollcross, McDonald Road, Marionville, Crewe Toll, Sighthill, Newcraighall

East Lothian – Musselburgh

Midlothian – Dalkeith

West Lothian – Livingston, Bathgate

Scottish Borders – Galashiels, Hawick

The Service currently employs approximately 1294 people in various functions of which 794 are employed as Wholetime Firefighters.



Equal Opportunities Policy Statement

As a Board we endeavour to ensure that the Fire and Rescue Service is as diverse as, and reflective of, the communities we serve.

Subject to our legal obligations, we will promote equality of opportunity throughout our recruitment practices and will oppose discrimination on the grounds of age, colour, disability, ethnic background, faith, gender, language, marital status, nationality, political belief, race, religion, responsibility for dependants, sexual orientation and social background.

We will undertake positive action activities to promote fairness and diversity throughout all our recruitment practices.

We will strive to continually improve our processes in order to work positively with the communities we serve and engage their skills and abilities to create and improve our effectiveness.

We will continue our commitment to fairness and diversity within all our practices and ensure respect and dignity for all employees within each of our Services.



Our Commitment To You as an Applicant

We are fully committed to a policy of ensuring equality of opportunity for all and taking action to avoid discrimination. You will be considered only on your ability to do the job for which you are applying.

Our commitment to you:

- We will treat you in a polite, helpful and friendly manner.
- Your application will be treated in confidence and will only be seen by appropriate people involved in the recruitment and selection process.
- To monitor our recruitment process you will be asked to complete an equal opportunities monitoring form. This will be treated in confidence.
- We will advise you in writing if you are being invited for selection assessments or interview and will provide you with as much notice as possible.
- We will provide you with as much information as possible about each stage of the process, including appropriate clothing and any necessary preparatory work you should be undertaking.
- If you fail to pass any of the stages, you will be given the opportunity to request feedback at the end of the recruitment process.
- We will not contact any of your referees without your prior consent.
- We will comply with legislation where it has an impact on the recruitment or selection process. This includes the requirement for us to ensure you are eligible to work within the United Kingdom.
- If you are unhappy with any part of the recruitment or selection procedure, you should write to the Board's Recruitment Administrator who will ensure that your query is dealt with in a timely manner.



What does a firefighter do?

The role of a Firefighter is varied. The main responsibilities are described below:-

Promoting Community Safety

- Be proactive in the community to identify risk, to reduce fire deaths and injuries and to protect the environment.
- Deliver appropriate fire safety messages to those groups most at risk.
- Educate and inform the community in fire safety.

Resolving emergencies

- Respond to requests for assistance.
- Deal with emergencies as directed.
- Minimise distress and suffering, including giving First Aid.

Engaging with people/ community

- Establish and maintain the confidence of members of the public.
- Maintain links with the community.
- Actively seek to understand and to value diverse individuals and groups.
- Operate as an effective team member.
- Be sensitive to the needs of others, treating them with respect and consideration.

Developing local awareness

- Get to know the local community area, including streets, roads and buildings.
- Be aware of the risks and possible hazards to be found within your fire station area.
- Identify fire risks during visits to local premises and be able to offer relevant advice and guidance.

Promoting Health and Safety

- Recognise health and safety risks at work and deal with them appropriately.
- Ensure your own and others' personal safety at work at all times.

Personal Development

- Take responsibility for developing your own skills.
- Taking part in a training and development programme.
- Be prepared to consider continuous professional development opportunities.
- Keep a level of physical fitness necessary to carry out your duties.
- Support the development of your colleagues.

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Managing resources and information

- Taking responsibility for ensuring operational equipment is ready for use.
- Access and record information using computerised systems.
- Keep personal records up to date.
- Undertake paperwork, such as recording routine tests on pieces of equipment.



What skills do you need to be a firefighter?

In order to carry out the Firefighter role you will need a number of skills these are listed below:

Solving Problems

Be able to solve problems using relevant information.

Flexibility

Be flexible to new situations and open to change in the role.

Integrity and commitment

Be able to demonstrate ethical standards and commitment to the Firefighter role.

Motivation

Be motivated to achieve high standards.

Personal Development

Be committed to personal development and learning new skills.

Coping with Pressure

Be able to cope with pressure and demands.

Physical Ability

Have the physical ability to carry out the Firefighter role including adequate stamina and strength.

Communication

Be able to communicate effectively to varied individuals and groups.

Valuing Others

Value the contribution of different types of people.

Confidence

Be confident with others.

Co-operative Working

Be able to work in a co-operative way to support others.

Knowledge

Have the knowledge to carry out the role and give advice.



Career Progression

Once you join the Fire Service there are plenty of opportunities for career development. How quickly you progress depends on you, you may be happy to continue to work as a Firefighter. However, if you wish to progress your career, it may not be long before you are leading a team or even managing the organisation. It doesn't depend on how many years you have served but on your abilities.

We are confident that once you join the Service you will find a role that is right for you.

Firefighter

You'll keep people in your community safe by educating them about the risks they face, and you will be there to help them when things go wrong. You will deliver community safety programmes and you'll work within a team to develop others and deliver the service.

Supervisory Management

You may be leading a team of firefighters to deliver community fire safety programmes and will provide leadership and support at fires and other operational incidents. You could also be leading a team of fire control officers, training or administrative specialists.

Middle Manager

You may be responsible for one or more fire stations or a specialist department. As well as providing leadership and management, you will be working with the community and others who have an interest in the Fire Service.

Strategic Manager

You will create the vision, set the strategy and lead the organisation, making sure that the Fire Service is meeting the needs of the community. You will identify, justify and control the organisation's resources to meet the objectives in the organisation's corporate plan. You will provide strategic leadership and support.



Do you really want to be a firefighter?

Firefighting is not an occupation for everyone. Although we aim to ensure that successful applicants have the right qualities and aptitude to succeed some people may encounter difficulties with the discipline and training.

Firefighters may see some distressing things and be involved in dangerous situations, and have to deal with adults and children who are in a stressful state. Firefighters may at times have a perception that their own safety is at risk and in extreme cases, their lives.

There are Health and Safety Management systems in place, and risk assessments and controls have been developed and incorporated into policies and procedures. Firefighters are generally not committed to a situation which has been assessed as dangerous unless there is a great deal of benefit to be gained, i.e. saving life or preventing catastrophe. Confidential counselling and support is available to staff who experience stress symptoms after an incident.

It is however, impossible to eliminate all risk and it is important that as a potential new trainee you are aware of the sort of situations you may find yourself in if you are successful. If you feel uncomfortable at the thought of facing a distressing situation then perhaps firefighting is not the career for you.

The following list of questions has been put together to help you decide whether being a firefighter is really for you. Simply consider each of the following questions and tick YES or NO to each one.

| | Yes | No |
|---|-----|----|
| Are you genuinely interested in people? Can you get on with people for different backgrounds and cultures? | | |
| Have you ever been part of a close-knit team? | | |
| Can you work under pressure without letting the rest of your team down? | | |
| Can you think on your feet and solve problems when you know a lot depends on the suggestions you come up with? | | |
| Can you demonstrate that you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive? | | |
| Can you accept responsibility for representing the Fire Service when you are at work and when you are not? | | |
| Will you make a commitment to maintain and develop your skills on an ongoing basis? | | |
| Are you prepared to study on top of your normal working day? | | |
| Are you prepared for the demands of working in a disciplined service in which you will have to take orders from other people? | | |
| Are you prepared to wear a uniform and comply with health and safety regulations which may affect your personal appearance? | | |
| Are you committed to maintaining your physical fitness? | | |

| | Yes | No |
|--|-----|----|
| Is regular exercise a part of your everyday living? | | |
| Are you prepared to work day and night shifts, evenings, weekends and public holidays? | | |
| Are you a practical person who likes to work with their hands and with equipment? | | |
| Do you enjoy making things or finding out how things work? | | |
| Are you someone who can always be relied on to be somewhere on time? | | |
| Are you someone others see as dependable? | | |
| Are you prepared to commit 12 weeks of your life to initial training with no time off for holidays? | | |
| Are you prepared to work outside for several hours in all types of weather? (when it is wet and cold and you don't know when a job might finish) | | |
| Are you someone who can cope with routine, knowing that you may have to do the same things at the same time on most days? | | |

How did you do?

If you answered YES to ALL of the above, can you give good examples to back up your answers? IF so, read the information and guidance notes carefully and complete the enclosed forms. THIS CHECKLIST IS FOR YOUR USE ONLY. DO NOT SEND BACK TO US.



Conditions of Service

Detailed in this section are some of the main terms and conditions of service which apply to the role of Firefighter.

Work Location

Each Service reserves the right to require employees to work at such other places within the geographical area of the Service as reasonably required. Employees will be expected to undertake duties appropriate to their role and may be deployed to meet the requirement of the Service's Risk Management Plan.

Outside Employment

Employees are expected to apply their entire time, skill and attention during working hours to their work for the Service. Employees must not engage in any other work outside working hours, paid or unpaid, without the prior permission of the Chief Fire Officer. Where employees do engage in other outside work, this must be in accordance with the Working Time Regulations 1998.

Hours of Duty and Duty Systems

Full-time Firefighters work an average of 42-hours per week. At this moment this involves a work pattern of 2/2/4 (i.e. 2 x 10 hour day shifts, followed immediately by 2 x 14 hour night shifts, followed by 4 off duty days) or a Day Shift Duty System (i.e. Day shift Monday – Friday).

Existing duty systems may be reviewed and subject to change in the future.

Leave

Full time Firefighters are entitled to a total of 38 days leave per annum, including public holidays. The leave year runs from 1st January until 31st December. As the Service has to be available 365 days a year, there may be occasions when you will have to work on public holidays.

Competence and Pay

Pay entitlements of individual employees are determined by the employee's role and whether the employee is in the training, development or competent stage of that role. Current Firefighter pay rates are:-

| | |
|-------------|---------|
| Trainee | £20,396 |
| Development | £21,245 |
| Competent | £27,187 |

Pension

Firefighters will automatically be entered into the New Firefighter's Pension Scheme, however individuals may elect to opt-out of this. Contributions are currently set at 8.5% of salary. Further detailed information on the pension scheme will be made available if you are successfully appointed to the post.

Fairness and Dignity at Work

The Fire Service is committed to achieving equality and to ensuring that every individual is treated with respect and fairness. Achieving equality means breaking down existing prejudices and stereotypes. The Service will therefore challenge bad practice and find constructive ways to change attitudes and practices.

Employees have clear responsibilities to actively support the Service's policies and procedures in providing a working environment that is free from bullying, harassment and victimisation.

Health, Safety and Welfare

The Fire Service recognises the importance of health, safety and welfare in the workplace and is committed to achieving standards of excellence. The wide variety of hazards encountered in the Service will be controlled through appropriate training and the systematic application of preventative and protective measures in a risk assessment framework.

Whilst the Fire Service has a duty to comply with legislation governing the health, safety and welfare of employees there is a duty on employees to take care of themselves and others affected by their actions at work and to comply with the Service's actions, policies and guidance on health, safety and welfare.

Grievance and Disciplinary

The Service recognises that there may be occasions during employment where employees will need recourse to a formal procedure which will allow them to have any problem addressed.

It further recognises that there may be occasions where the Service needs to have procedures in place with which to address issues around conduct, unsatisfactory work performance and poor attendance.

Detailed information in respect of grievance and disciplinary procedures will be available from the Service which you are appointed to, if successful.



Recruitment and Selection Stages

The Firefighter Recruitment and Selection process consists of several stages of assessment, all of which are linked directly to the role requirements for the post of Firefighter. It is anticipated that stages 2, 3 and 4 of the process will be held within the Lothian and Borders area.

You will be required to successfully pass EACH STAGE in order to move on to the next stage. The following guidance will provide some information regarding each stage of assessment and what, as an applicant, you should expect from the assessment process.

The following table demonstrates the skills assessed during the first five stages of the process:

| Personal Qualities & Attributes | Stage 1: Applicant Questionnaire | Stage 2: Written Assessment | Stage 3: Fitness Assessment | Stage 4: Practical Assessment | Stage 5: Formal Interview |
|--|---|------------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| Solving Problems | | | | | |
| Openness to Change | | | | | |
| Confidence and Resilience | | | | | |
| Working with Others | | | | | |
| Commitment to Development | | | | | |
| Commitment to Diversity | | | | | |
| Effective Communication | | | | | |
| Situational Awareness | | | | | |
| Commitment to Excellence | | | | | |

Stage 1: Application

You are required to complete and return the Application Form, the Equal Opportunities Monitoring Form and the Firefighter Applicant Questionnaire as part of this stage of the process.

Application Form

Personal Details

It is important that you complete this section accurately as the information requested is required in order to communicate with you and process your application. Failure to complete this section properly will mean we may not be able to consider your application further.

Residency Status - Please see the general information section.

Service Preference

On the application form you are asked to indicate your preferred Fire Service by ranking, ie. 1 being your first choice and 3 being your last choice. (NB. Dumfries and Galloway Fire and Rescue Service do not have recruitment needs in this campaign, therefore there is not an option to select Dumfries and Galloway).

Employment Details

Please give full details of any current and previous employment.

Education and Training

Please enter any qualifications, skills or training you have that may be relevant to your application for the role of Firefighter.

References

You are required to provide full details of two individuals who could provide a written reference on your behalf. One of these should be your current or most recent employer.

Declaration of Offences

If you have any criminal convictions, this may not necessarily disqualify you from employment. All applications are considered strictly on their merit, and in particular whether or not the offence has a bearing on your suitability for employment having regard to the duties of a Firefighter.

You are however, required to declare any offence for which the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act 1974. You must also declare any charges and driving offences that are pending; a subsequent conviction could lead to you being discharged from the Fire Service if appointed.

Please note that a Standard Disclosure will be required prior to any offer of employment.

Canvassing

Canvassing either directly or indirectly will automatically disqualify any applicants.

Equal Opportunities Monitoring Form

The purpose of completing this form is to enable us to monitor our recruitment process in relation to our equal opportunities policy and to ensure equality and fairness exists throughout our recruitment process. This information will not be seen by any selection panel and will remain strictly confidential – used only for monitoring purposes.

Applicants who have a disability should provide details in order that reasonable adjustments may be considered.

The Firefighter Applicant Questionnaire

The Firefighter Applicant Questionnaire has been developed following a detailed study of what is involved in being a Firefighter. It has been designed to provide information on how well you match up to the role.

Please take your time in completing the questionnaire. The selection of people for a job involves both the Joint Recruitment and Selection Board and yourself determining that the job of Firefighter is right for you. This questionnaire has been designed to help you and the Joint Board make this decision. It is therefore in your own interest that you complete this questionnaire accurately and honestly.

It is important that you and you alone complete the forms, check that you have ticked the correct boxes and given us all the information we require. Details provided on both these forms will be pursued at interview, should you reach that stage of the selection process.

You must bring to each stage of the selection process your letter of invitation and some form of personal identification.

Acceptable identification includes a Passport, Driving Licence, HM Forces ID Card, and any national ID Card. These must bear a photograph. If you do not have any of these then you should bring a recent photograph of yourself together with your Birth Certificate. If you arrive at an examination centre without satisfactory ID you will not be permitted to participate in that stage.

Attending Selection Stages

You must bring to each stage of the selection process your letter of invitation and some form of personal identification. Acceptable identification includes a Passport, Driving Licence, HM Forces ID Card, and any national ID Card. These must bear a photograph. If you do not have any of these then you should bring a recent photograph of yourself together with your Birth Certificate.

If you arrive at an examination centre without satisfactory ID you will not be permitted to participate in that stage.

It is also important to note that there will be no scope to change the dates and times which are allocated to you for each stage of the selection process. It will not be possible to make exceptions to this, due to the tight timescales which we have for this process. However, we will endeavour to give as much notice as possible to you with regard to the timetable for each stage of the process.

Stage 2: Written Assessment

During stage two of the selection process you will be required to undertake a written assessment. This test has been designed to offer a job-related assessment of the ability to use information. The test will not require any prior knowledge of the Firefighter role.

The written test is currently under review and more information will be provided if you are invited to this stage.

Stage 3: Preliminary Fitness Test

The preliminary fitness assessment, stage three, and the practical assessments, stage four, are designed to demonstrate the levels of aerobic fitness, muscular strength and endurance, flexibility and agility required to carry out the role of a Firefighter. Anyone who is physically active in work or who regularly participates in sport or exercise is likely to have an adequate level of physical fitness.

If you are not involved in any form of physical activity at the moment, you would be advised to start preparing now. This will give you the best possible chance to demonstrate your potential, not only at this stage but also later in the Practical Assessments.

Before proceeding to the actual fitness assessment you will be asked to complete a basic Health Questionnaire and have your Blood Pressure measured. Any concerns which may arise will be dealt with appropriately by a member of our Fitness Advisory Unit before you are allowed to proceed.

The test used to assess your fitness at this preliminary stage is the Sports Coach UK (National Coaching Foundation) Multistage Shuttle Run Test. The test is designed to measure the efficiency of your heart and lungs during activity, often referred to as cardiovascular (CV) fitness or stamina. It not only provides a good indication of CV fitness, but also agility and mental determination to succeed, both of which are equally important requirements.

The Multistage Shuttle Run Test is a progressive test run over a 20m distance. The time allowed to cover the 20m shuttle is indicated by a 'bleep' sound. There is an average of 8-10 shuttles within each level. As the test progresses the time between shuttles is reduced (at the beginning of each level), therefore you have to run quicker. The total time you will be running is 9-10 minutes. Simply, this means that you will be running 20m back and forth and after approximately each minute of running your pace will have to increase until you reach Level 8.6.

You are required to achieve Level 8.6 which equates to a VO₂ max score of 42(ml/kg/min) to be able to progress to the next stage. If you have prepared and have a reasonably good level of fitness you should not find this too difficult.

The test will be conducted in groups, in an indoor venue. It is not a race and therefore you will not be in competition with the others in your group.

As with any physical fitness test, you should avoid vigorous physical activity in the 24 hours prior to your test. In the hours immediately prior to your test, you should avoid drinking tea or coffee, or smoking.

Important: The national standard recommended by the Home Office for recruitment is a VO₂ max score of 45 (ml/kg/min). National guidelines also state that at some stage in the recruitment process candidates should undergo a Step Test. Therefore, if you are successful you will have your aerobic fitness re-tested, using a Chester Step Test, at the final physical and medical examination. At this stage you will be required to attain a VO₂ max score of 45 (ml/kg/min). It is therefore essential that your fitness is sufficient to reach this level.

How can you prepare for this test?

Training for the test should be specific therefore in this instance running should make up the bulk of your training, although other forms of CV training will be beneficial. For information on how you can prepare your fitness please visit the following web page

www.lbfire.org.uk/work/Fitness&Recruitment_GuidancePack.pdf. This provides suggestions on training methods and gives an example of a 12 week training programme you may find useful. If you do not have access to the internet a copy can be requested from the recruitment administrator.

Stage 4: Practical Assessment

Before attending the Practical Assessment you should be aware that this is physically demanding. If you have an injury or are recovering from an illness or operation you should ask your GP or Medical Specialist to look at the information in this pack and assess whether or not it is advisable for you to undertake these tests. If you are in this position, it is unlikely that you would give your best performance in any case and you would be wise to withdraw and apply again in the future.

The Practical Assessment comprises five different elements:

Wearing Breathing Apparatus

This involves not only an assessment of elements of your physical fitness, but also your ability to retain information whilst performing a series of given tasks wearing full fire kit and Breathing Apparatus. You will be subjected to working in a very confined environment as part of a team. Experienced staff will assess your ability to cope with this environment, to work as an effective team member, to communicate with others, solve problems and demonstrate your potential. This involves making your way through a crawling gallery whilst gathering information which you will then be required to relay to the assessors.

How can you prepare for this test?

Try to imagine arriving at a high-rise building with a fire on the fifth floor and the lifts are out of order. You have to get up to the fire by the stairs, in full fire kit wearing breathing apparatus and carrying all the equipment you will need. Once there you have to carry out search and rescue and aggressively fight a fire.

In terms of working in confined spaces there is little you can do to prepare for this. If you suspect you may have difficulty working in confined spaces, in darkness, the Fire Service is probably not the right career for you. However, you may well not be aware of this until you actually experience the test.

Candidates who wear facial hair should refer to the general information section.

Ladder Ascent/Descent

You will be required to climb a ladder pitched against a building to a height of approximately 15 metres. Experienced staff will assess your ability to undertake this task without suffering from an obvious fear of heights and to cope with the demands of the task. They will explain and demonstrate the Fire Service technique for ladder climbing and you will be given one practice attempt before the assessment is carried out. For the assessment itself only one attempt will be permitted.

How can you prepare for this test?

You can practice if you have access to a ladder. However, don't take risks. The instructor will not be assessing style but will be assessing ability to carry out this task safely in a co-ordinated manner without displaying undue stress or discomfort. Listen carefully to the instructors when they are explaining what to do.

If you suspect that you may suffer from a fear of heights, you should think carefully before applying to join the Fire Service. The ability to work safely at heights is fundamental to the role of a Firefighter.

Ladder Extension

This test comprises an apparatus which simulates a standard aluminium 10.5/13.5m Fire Service Ladder permanently fixed to a building and assesses physical ability. You will be required to extend the ladder using the extending line until it is at full extension. It will automatically pawl (lock in position). You will then be required to release the pawl and house (lower) the ladder in a controlled manner. Extending and lowering the ladder in this manner equates to controlling the weight of approximately 30kg. The instructor will demonstrate the task. You will then have 20 seconds to complete the task. Only one attempt will be permitted.

Dead Lift Test

This is a simulation test, designed to assess your ability to lift and carry a piece of Fire Service Equipment over a distance of 20 metres. You will have to carry the simulation Equipment along the 20 metre distance without dropping it, in a safe and controlled manner. Only one attempt is permitted.

Hose Running

The hose running test requires you to run out a number of lengths of fire service hose. The instructor will demonstrate how this is to be done and you will be given the opportunity to have practice attempts before undertaking the assessment.

You will then be asked to run out and make up five lengths of hose in eight minutes. This will test all aspects of your fitness, co-ordination and determination by replicating a core Fire Service related task.

One of the most physically demanding tasks which a Firefighter is required to perform is to run out multiple lengths of hose as quickly as possible to get water to a fire. This is hard physical work and is identified by trainee Firefighters during training as the most taxing task they have to undertake.

How can you prepare for these tests?

A balanced fitness training programme which encompasses elements of aerobic work together with strength and muscle endurance will help you prepare for these tests. If you feel you lack in any one of these areas then it would be wise to spend extra time focusing specifically on that component. Please see the enclosed guidance leaflet.

Stage 5: Formal Interview

The Formal Interview is approximately 40 minutes duration and is conducted by representatives from your selected Fire Service. This interview will assess skills for the role of Firefighter. Please refer to the skill-map assessment at the beginning of this section. You should prepare for this interview by thinking of how these skills relate to you and your experience.

Stage 6: Eyesight, Medical Examination and Final Fitness Assessment

If you are successful you will be required to undergo an eyesight test, medical examination and final fitness assessment.

Eyesight

The following have been accepted by the Board as eyesight standards for recruitment and retention of Firefighters:-

- The use of aids to vision will be possible at recruitment stage.
- Corrected visual acuity should be 6/9 with both eyes and a minimum of 6/12 in the worse eye.
- The minimum uncorrected vision for recruits will be 6/18, 6/24.
- There will be a minimum requirement to read N12 at 30cm (with correction).
- There is a requirement to be considered colour safe, i.e. certain degrees of colour impairment may be acceptable.

A full visual assessment will be carried out by a specialist registered on the Ophthalmic List (Optician, Optometrist, and Ophthalmologist). Final decisions regarding acceptability will remain with management based on advice given by the Fire Service Medical Adviser and health and safety considerations.

Medical Examination

The medical examination will be conducted by the Fire Service Medical Adviser.

You will be required to complete a medical questionnaire and undergo a full examination. You may be required to give your consent for us to contact your GP as part of the process. Failure to declare relevant information at this stage may result in subsequent dismissal from the Service.

Please note that there is no absolute bar to employment, however as part of the recruitment process we shall investigate any illness or injury you may have and assess how this may affect your employment as a Firefighter.

If you have any concerns about this you may contact our Occupational Health Unit on 0131 557 8157 at any stage in the process. Calls can be made in confidence.

Final Fitness Assessment

As part of the statutory entrance requirements, you will be required to undertake a Step Test, in this case the Chester Step Test. The test is carried out at this stage to assess your aerobic capacity to ensure you can attain the required level of cardiovascular fitness – VO2 max of 45 (ml/kg/min).

The Chester Step test is a sub-maximal multistage step test and involves stepping on and off a 30 cm high bench in time with a metronome for 6 – 10 minutes. As with the Multistage Shuttle Run Test you should avoid any demanding physical activity in the 24 hours prior to your final medical and fitness test. In the hours prior to your test you should also avoid drinking tea or coffee, or smoking.

It should be noted that additional testing may be applied at the discretion of the Fire Service Medical Advisor.

Stage 7: Reference Checks

Prior to any offer of employment being made the Service will require:

- Satisfactory references from two named referees.
- A satisfactory Standard Disclosure Scotland Certificate
- Documentary evidence that you have the right to work and live in the UK.



General Information

Residency Status

As an employer we are subject to the provisions of the Asylum and Immigration Act 1996. As we could be found guilty of committing a criminal offence if we employ someone who does not have permission to be in or work in the United Kingdom, we shall request relevant documentation from you prior to confirming an offer of employment. Examples of relevant documentation include a full UK passport, a valid work permit and valid EU passport.

Facial Hair

The breathing apparatus facemask must be able to form a seal with the skin around the perimeter of the face; therefore beards and long sideburns are not permitted as these place the wearer at risk. Individuals who wear beards for religious reasons would have to ensure that they are trimmed to allow for an effective seal. For further information please contact Julie Thompson, Recruitment Administrator.

Make up / Body Piercing / Jewellery

Operational employees cannot wear make-up or jewellery, including body and/or facial piercings, whilst on duty (this includes training).

Disability Discrimination Act 1995

Decisions regarding Recruitment and Selection are based on the assessment of an individual to carry out the role of a Firefighter. Applicants who have a disability should complete the relevant section of the Equal Opportunities Monitoring Form in order that any reasonable adjustments which are required, may be considered.



Further Information

Further information on the Fire Services can be obtained from the following websites:

www.centralscotlandfire.gov.uk

www.dgcommunity.net

www.fifefire.gov.uk

www.lbfire.org.uk

www.scottish-fireschool.gov.uk

If you do not have access to the Internet, then try your local library as most have Internet facilities.

NB: Your completed application form, applicant questionnaire, and equal opportunities monitoring form should be returned to the following address:

**Central and South of Scotland Joint Firefighter Recruitment Board
Operational Support Centre, 21 Claylands Road, Newbridge, Edinburgh, EH28 8LF**

The closing date for receipt of applications is 12 noon on Friday 1st August 2008. If your application is received after the closing date/time, it shall not be considered.

If you have any further queries in respect of this information booklet please contact the Recruitment Administrator on 0131 335 9626.



central and south of scotland joint
firefighter recruitment
board