

# Recruitment Information Pack



**SCOTTISH  
FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

## RETAINED FIREFIGHTER

**CLOSING DATE FOR APPLICATIONS: 21 February 2016**

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and our selection processes have been designed to promote equality of opportunity for all. As part of this commitment we promote and adhere to the Disability Double Tick Symbol. As such we will ensure that all applicants that declare a disability and who meet the minimum criteria for the post will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning & Resourcing Team on 01698 402391 or email [recruitment@firescotland.gov.uk](mailto:recruitment@firescotland.gov.uk)



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# SCOTTISH FIRE AND RESCUE SERVICE

The Scottish Fire and Rescue Service is here to serve the people of Scotland – 24 hours a day, 7 days a week, 365 days a year.

Our Service was established on 1st April 2013, bringing together the collective skills and experience from across Scotland's previous eight fire and rescue services.

You may think that our role is pretty straightforward – to prevent and control fires but, as any of our 8,000 firefighters will tell you, there's much more to the job than that.

The best way to deal with an emergency is to prevent it from happening in the first place, and our role starts long before any 999 call is made. We work in close partnership with local communities' right across Scotland to deliver crucial safety messages in the fight against fire.

When emergencies do occur, our staff are ready and equipped to respond, attending tens of thousands of specialist service and Road Traffic Incidents (RTCs) every year as well as a wide range of fires.

Our high service standards have demanded an ever increasing commitment to development and our firefighters continue to be amongst the best equipped and most highly trained in the world.

Our retained and volunteer staff are part-time firefighters who provide a vital service to our remote or more rural communities; most of them are women and men whose primary employment is in another field, but who deliver the same range of emergency service as their wholetime colleagues.

Our aspiration is that by working together for a safer Scotland, we can help reduce the incidence of fire.

# FIREFIGHTER – RETAINED DUTY SYSTEM

A retained Firefighter, also known as a RDS Firefighter, is a professional Firefighter who may have full-time employment outside of the fire service but responds to emergency calls within their local area, as and when required.

RDS Firefighters are called upon to deliver the same wide range of emergency services as Wholetime Firefighters, including fires, floods, road traffic accidents, chemical spills and more. They can also be called upon to work with wholetime Firefighters to promote fire safety messages, giving fire safety advice to schools and other organisations as well as carrying out free home fire safety visits within their communities.

Retained Firefighters require to live or work near to the Community Fire station they serve to enable them to provide an emergency response service for that station from home or place of work (subject to employer agreement) at any time of the day or night - normally within 5 – 8 minutes of emergency call outs although this may vary.

Our retained Firefighters often have another primary occupation and are mobilised using pagers, with employer approval or provide cover during mutually agreed times that does not affect their other job.

Many people choose to become a Retained Firefighter to serve and contribute to the communities in which they live and gain from this a variety of experiences and training which will provide a range of skills that can be used out with the SFRS.

Applicants require to be aged 18 years or over, have a good level of physical fitness, have the required standard of vision and colour perception and live or work within 5 – 8 minutes of the Fire Station.

You must commit to attend weekly training nights to learn and maintain competency levels in core skills and undertake routine checks on fire appliances and equipment as well as testing, cleaning and maintaining the equipment to ensure it will work properly when required during an emergency.

In return RDS Firefighters are paid an annual retainer fee plus additional payments for every incident attended and time spent on all activity including training nights, community engagement and courses.

***Please note that the selection process is timetabled to meet the SFRS recruitment needs and to enable successful candidates to attend an initial two-week training course.***

***Applicants are requested to ensure that they consider their availability for these dates specified within this information pack prior to submitting an application.***

# JOB DESCRIPTION

**JOB TITLE:** FIREFIGHTER (RETAINED DUTY SYSTEM)

**LOCATION:** VARIOUS

**DEPARTMENT:** VARIOUS

## **ROLE OVERVIEW**

Firefighters contribute to the protection of people and in making communities safer. Firefighters within Scottish Fire and Rescue Service may be required to carry out:

- Operational Firefighting and Rescue duties
- Community Safety duties
- Instructional duties
- Support duties

## **RESPONSIBLE TO**

In the course of their duties and depending on their organisational role, Firefighters may be responsible to:

- Crew Manager
- Watch Manager
- Station Manager
- Scottish Fire and Rescue Service

## **KEY RESPONSIBILITIES – OPERATIONS ROLE**

- Delivering community safety programmes to protect the public and make communities safer
- Maintaining and supporting as directed, the development of self, individuals and teams to maintain and deliver services
- Perform firefighting, rescue and other services to resolve incidents and protect the community
- Support and maintain the response of the emergency service

## **ROLE MAP**

- FF1 - Inform and educate your community to improve awareness of safety matters
  - Promote safety matters to inform your community
  - Facilitate learning through demonstration and instruction
- FF2 - Take responsibility for effective performance
  - Take responsibility for personal performance
  - Establish and maintain effective working relationships with people
  - Develop your own skills to improve your performance
- FF3 - Save and preserve endangered life
  - Conduct a search to locate life involved in incidents
  - Rescue life involved in incidents
  - Provide treatment to casualties

- Support people involved in rescue operations
- FF4 - Resolve operational incidents
- Control and extinguish fires
- Resolve incidents others than those involving a fire or hazardous materials
- Support people involved in an operational incident
- FF5 - Protect the environment from the effects of hazardous
- Mitigate damage to the environment from hazardous materials
- Decontaminate people and property affected by hazardous materials
- Support people involved in hazardous materials incidents
- FF6 - Support the effectiveness of operational response
- Collect information on risks in your community
- Collect information on resources in your community
- Maintain internal resources
- FF7 – Support the development of colleagues in the workplace
- Communicate your own skills and knowledge to colleagues
- Support development of colleagues
- FF8 – Contribute to safety solutions to minimise risks to your community
- Inspect premises to minimise risks to people, property and the environment
- Report on issues arising at inspection
- FF9 – Drive, manoeuvre and re-deploy fire service vehicles
- Drive vehicles to incidents
- Manoeuvre, site and re-deploy vehicles

**THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:**

● **COMMITMENT TO EQUALITY AND DIVERSITY**

***Understands and respects diversity and adopts a fair and ethical approach to others***

- Is concerned to treat people fairly and ethically (e.g. completes work according to same high standards regardless of individual differences)
- Recognises the importance of an awareness of the community and understands its needs (e.g. is aware and respectful of differing cultures and backgrounds)
- Recognises and has respect for others' backgrounds, views, values and beliefs (including religious beliefs)
- Maintains an open approach with others, taking account of, and accepting, individual differences such as age, ethnicity, gender, religious beliefs, social background, disability, sexual orientation and physical appearance
- Is committed to the Fire and Rescue Service values and actively promotes them (e.g. challenges inappropriate behaviour)
- Is honest when working with others and accepts accountability for own actions (e.g. quickly takes responsibility for own mistakes; respects the need for confidentiality: is trusted to enter others' homes)

● **OPENNESS TO CHANGE**

***Is open to change and actively seeks to support it***

- Demonstrates an understanding of the need for progress within the Fire and Rescue Service (e.g. explains the reasons for new working practices to colleagues absent from briefings)
- Accepts change both within the Fire and Rescue Service and in their own role and adapts effectively (e.g. willingly participates in community fire safety activities)
- Is aware of the impact of changes to the Fire and Rescue Service on their role (e.g. understands changes to working practices)

- Identifies ways, both within the Fire and Rescue Service and the local community, of supporting change and takes action where possible (e.g. is proactive in learning new tasks or ways of working)
- **CONFIDENCE AND RESILIENCE**  
***Maintains a confident and resilient attitude in highly challenging situations***
  - Remains in control of own emotions during emergency situations (e.g. does not panic and considers risk)
  - Concentrates on the task despite pressure (e.g. pressure of time, noise, conflicting information and tasks, and concern for casualties)
  - Challenges or questions others constructively to achieve more effective outcomes
  - Retains confidence in own ability or convictions despite setbacks (e.g. after a community fire safety talk is received poorly)
- **WORKING WITH OTHERS**  
***Works effectively with others both within the Fire and Rescue Service and in the community***
  - Works effectively with all team-members according to defined role (e.g. in teams of 2 and up to teams of 20), adjusting his / her role in accordance with instructions and changing circumstances
  - Proactively generates positive working relationships, building rapport with a range of people both internally (e.g. attempts to get to know everyone in working environment) and externally (e.g. liaises with community groups to promote fire safety; works well with other emergency services)
  - Concerned about the wider team and aware of shared objectives, as well as those of his / her immediate work-team (e.g. willing to give community fire safety talks at schools)
  - Sensitive to the feelings and well-being of others and takes action to support them (e.g. able to reassure and calm members of the public in emergency situations; reminds team member to check air when using breathing apparatus)
  - Presents an approachable and positive image of self and the Fire and Rescue
  - Service to everybody in the community, irrespective of individual differences
- **COMMITMENT TO DEVELOPMENT**  
***Committed to and able to develop self and others***
  - Proactively reviews own performance using a variety of sources including seeking feedback from others (e.g. uses incident debriefs and personal development reviews to inform development)
  - Identifies development needs in own knowledge, skills and understanding and takes action to improve (e.g. requests specific training as appropriate; makes a point of keeping up-to-date with changes in technology / procedures and incident type; recognises that own fitness levels need to be improved)
  - Learns from a wide range of situations experienced by self or others (e.g. increases understanding about a community group following a safety discussion)
  - Able to learn and retain a large amount of job relevant information, delivered both verbally and in writing, as part of an initial training course and on-going development (e.g. operating procedures and standards)
  - Actively encourages and supports others to continuously improve (e.g. updates colleagues concerning new information; participates in a mentoring programme to support new members of staff)
  - Motivates self to keep relevant knowledge up-to-date

- **COMMITMENT TO EXCELLENCE**

***Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards***

- Continually looks to improve standards of working and offers suggestions as necessary (e.g. provides feedback concerning new or existing work practices to influence change or improve service delivery)
- Approaches work proactively and efficiently both with routine tasks and during incidents
- Adopts a conscientious approach to work (e.g. checks work to ensure all tasks completed correctly and with due attention to detail; maintains appropriate levels of personal fitness)
- Completes work using appropriate procedures (e.g. refrains from taking unsafe short-cuts)
- Completes work as instructed without being reminded constantly
- Is clear about the role of the Firefighter and operates within agreed levels of authority and accountability (e.g. does not take action outside own level of control without seeking confirmation)
- Demonstrates a commitment to the work of the Fire and Rescue Service, viewing its role as socially important

## **ADDITIONAL INFORMATION**

### **Criteria**

#### **Essential Criteria**

- be aged 18 years of age or over (at date of application)
- be eligible to work in the UK

#### **Post-Specific Criteria**

- be committed to providing an important emergency service within the local community
- be committed to attend for training at designated location on a regular basis as mutually agreed
- be able to respond to emergency calls from home or place of work within 5 - 8 minutes of pager alert within mutually agreed hours
- have the express permission of your primary employer (if applicable) to become an RDS Firefighter

## **GENERAL RESPONSIBILITIES**

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Fairness at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

# TERMS and CONDITIONS

## **AVAILABILITY and HOURS OF COVER**

During your employment you will be required to make yourself available to respond to pager alerts in accordance with your agreed schedule of availability.

During these periods of availability you may be required to attend your station in response to a pager alert within 5 – 8 minutes, or any other such time period as may be amended in response to Service needs.

You are required to attend regular training sessions; details of this will be confirmed to you upon appointment.

## **RETAINING FEE**

In return for being available to respond to pager alerts, you will receive a Retaining Fee. Upon appointment, this will be calculated on the development rate of pay and the agreed level of availability to be provided.

Progression to the competent rate of pay will be in accordance with the terms of the existing “Career Management Policy” until a harmonised position is reached for the SFRS.

<b>Position/Role</b>	<b>Retaining Fee*</b>	<b>Hourly Rate</b>	<b>Disturbance Allow</b>
Retained Firefighter Trainee	£2,202	10.05	3.86
Retained Firefighter Development	£2,293	10.47	3.86
Retained Firefighter Competent	£2,935	13.40	3.86

*\*NOTE: The above table shows a 100% retaining fee, the fee payable will depend on the level of cover provided. Hourly rates for other work payments are the same for both 100%, 75% and 50% retained staff.*

During periods of availability you may be required to attend operational incidents. All such activity will be paid at the basic hourly rate of pay.

When you respond to a pager alert you will receive a minimum of one hour’s pay and a disturbance fee when you form part of a crew that responds to an incident.

## **WORKING HOURS**

You should be aware that undertaking Retained duties may result in you working in excess of 48 hours per week. In order to work an average in excess of 48 hours per week you must “opt-out” of the Working Time Regulations 1998 as amended, in writing.

As the Service is generally the secondary employer for an RDS employee, it is your responsibility to ensure that you have had sufficient rest breaks from your primary employment prior to reporting for duty with the Scottish Fire and Rescue Service. If you have not had sufficient rest breaks, you must amend your availability to respond to incidents accordingly.

## **EMPLOYER RELEASE**

You require to have the express permission of your employer to become an RDS Firefighter, where applicable.

***Please ensure that you discuss your application with your employer (if applicable) as you will require to confirm your response times and availability as part of the application process. You will be requested to provide the employer release agreement (contained within this pack) as part of the recruitment process.***

## **TRAINING COURSES**

You are required to attend training courses relevant to your role in order to learn the necessary skills to achieve competency within the role.

## **PENSION**

A Pension Scheme is available to which you will automatically be entered into, unless you advise upon appointment that you do not wish to become a member of the Pension Scheme.

## **ANNUAL LEAVE**

Annual leave entitlement commences at 4 weeks per annum during the first five years of continuous service, rising to 5 weeks thereafter.

## **PUBLIC HOLIDAYS**

You will be granted a day's leave in lieu in respect of each public holiday where you are required to attend pre-planned activities such as your normal drill night and attendance at operational incidents.

# THE RECRUITMENT PROCESS

You will need to demonstrate that you have the potential to carry out this challenging role through successful completion of our recruitment process.

Below is a summary of the key stages of the process and an indicative timetable of events for this campaign;

Applications Open	01 February 2016
Applications Close	21 February 2016
Application Screening	WC 22 February 2016
Psychometric Assessment – Online Testing	WC 29 February 2016
Assessment Day ( <i>Venues- to be confirmed</i> )	31 March 2016 1 April 2016 7 April 2016 8 April 2016
Medical and Fitness Tests ( <i>if not at Assessment Day</i> )	WC 11 April 2016
Offer Process and Pre-Employment Checks	WC 18 April 2016
Initial Training – Task & Task Management Course 2 week course, commencing;	6 June 2016 – Cambuslang To be Confirmed – Portlethen To be Confirmed – Invergordon

***Please note that the selection process is timetabled to meet SFRS recruitment needs and to enable successful candidates to attend an initial two-week training course.***

***Applicants are requested to ensure that they consider their availability for the dates specified above and direct any concerns regarding the timing of the initial training course to the Workforce Planning & Resourcing Team on 0141 646 4566 prior to submitting an application.***

## **ONLINE APPLICATIONS**

The application form will ask you to provide your personal details, eligibility to work in the UK and details of any criminal convictions. These are key pieces of information that will allow us to determine whether your application can progress.

Completing the application form is an important part of the recruitment process. Please give some thought and consideration into answering each question and provide as much detail as possible.

## **APPLICATION SCREENING**

The manager responsible for the Community Fire Station may contact you to discuss your application, explain the specific requirements of the role, check your availability/response time and decide if, based on this information and the requirements of the role, your application can progress to the next stage of the process.

## **PSYCHOMETRIC ASSESSMENT – ONLINE TESTING**

The SFRS will identify and select the best candidate for each role and where appropriate will use various assessment tools in order to do so.

Psychometric tests offer further objective information about a candidates' abilities in relation to the role applied for. The tests give a measure of strengths/limitations. Research has shown that people who do well in these tests go on to do well in the job itself.

You will be required to take and pass the following online psychometric tests;

### **Situational Judgement Test**

The Situational Judgement Test (SJT) is designed to measure judgements in a realistic work setting. You will be presented with a series of scenario-based questions and a list of possible responses to the situation, from which to choose.

Questions are based on situations or scenarios that you are likely to face when working as a retained Firefighter.

*The following is an example of the type of question you are likely to find in the SJT:*

*You are in charge of managing a crowd that has gathered to watch a house fire. So far the crowd has been calm, but they suddenly become aggressive and shout insults at one of the casualties being rescued from the house. The insults are distressing the casualty. What do you do?*

- *Do nothing - the crowd will get bored of shouting insults soon*
- *Ask my manager what to do*
- *Talk assertively to the crowd and tell them to move away from the scene because they are causing a disturbance*

### **Calculation Test**

This test consists of numerical problems for which quick and accurate calculations are required.

You may have to calculate the answer and decide which of the answers given is correct or you may have to calculate the answer and insert this.

We use this test to assess your ability to understand and work with numerical information of a type that a firefighter is likely to experience within their daily routine.

*The following are examples of the type of question you are likely to find in the Calculation test;*

$$? + 430 = 817$$

$$50 \times 6 - ? = 265$$

**For further help and preparation tips relating to psychometric tests go to [www.shl.com](http://www.shl.com) where you will be able to practice different types of psychometric tests.**

## **ASSESSMENT DAY**

Subject to satisfactory completion of the psychometric assessments, you will be invited to attend an Assessment Day.

The assessment day will allow you to complete several parts of the process on the one day and in the same location. It will consist of practical assessments, interview and some pre-employment checks.

### **Practical Selection Tests**

The Practical Selection Tests (PSTs) are designed to assess whether candidates have the ability to carry out the more physical aspects of the role of a Firefighter and therefore closely reflect the wide range of physical tasks carried out.

The Practical Selection Tests aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises.

Before candidates start each test, the assessor for each specific test will read out the test brief and detailed instructions for the test. You will be asked to confirm that you fully understand the instructions and will be given an opportunity to ask any questions that you may have.

You will be issued with full PPE (Personal Protective Equipment) consisting of fire kit (tunic and overtrousers), steel toe cap boots, helmet and gloves to undertake the tests.

The tests used are as follows:

#### **Ladder Climb**

The ladder climb is a test of confidence whilst working at height. An Instructor will first demonstrate the test. Candidates will then commence the test, demonstrating the correct 'leg lock' just above ground level before commencing the test. Wearing full Personal protective equipment (PPE), including a harness attached to a fall-arrest system, candidates must ascend a 13.5 metre ladder, extended to the third floor of the drill tower to two-thirds of its height and demonstrate a 'leg lock'.

The candidate will then lean back with arms outstretched to the side (as shown in the photo) and look down to the Test Instructor to identify and call out a symbol that they will hold up. The candidate will then descend in the correct manner demonstrated.



#### **Ladder Extension**

This test comprises of an apparatus which simulates a standard aluminium 10.5/13.5m Fire Service Ladder, assessing physical ability and upper body strength. 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 26kg.

### Casualty Evacuation

This is a test of lower and upper body strength. Candidates wearing full PPE are required to move a 55 kg casualty. The candidates will move the casualty a set distance, around a cone and back to the start point. This test will be timed.



### Working in Confined Spaces

This is a test of confidence, agility and possible claustrophobia whilst working in an enclosed space. Candidates wearing full PPE and a Breathing Apparatus facemask will be required to negotiate a measured crawl-way within a set time. The crawl-way is a series of tunnels.

Candidates are required to feel with their hands to the left, right, above and below to find the route. There are also obstacles to negotiate along the way.

Candidates will work as part of a team and be assessed on their communication and team working skills.



### Equipment Assembly

This is a test of manual dexterity. Candidates will be required to assemble and disassemble a ram unit wearing full PPE. The pieces will be laid out in the correct order and the photos will be displayed next to the assembly point.

Once the unit has been assembled completely and correctly, the Assessor will then give the signal to start disassembling the unit in reverse order, placing each item back on the board in the correct position.



## Equipment Carry

This is a test of aerobic fitness, muscular strength and stamina. Candidates wearing full PPE will be required to:

Pick up the hose reel from an appliance and run with it for one length (25 metres) to the cone, then jog back (25 metres) to the start.



Pick up two coiled 70mm red hose by the handles and carry them up and down the course for four lengths (100 metres), then place one back at the start.



Weight of each hose: 13.5kg



With the remaining coiled 70mm red hose, pick it up by the centre lugs and carry at chest height down to the cone 25 metres away. Place it down and then jog three lengths (75 metres) to return to the start.

Weight of hose: 13.5kg



Pick up and carry the 2.4 metre suction hose (hard hose) and basket strainer for four lengths (100 metres), then place them back down and jog four lengths (100 metres) of the course.



Weight of hose: 11kg

Weight of basket strainer: 3kg



Finally candidates will pick up and carry the barbell up and down the course four lengths (100 metres).



Weight: 27.5kg



### **Competency Based Interview**

Competency based interviews assess candidates against specific behavioural indicators. Research has shown that an effective indicator of future performance is to assess past performance.

Your contribution in situations in terms of actions taken and behaviours demonstrated provides us with evidence of how you would react in similar activities within the firefighter role.

**For tips on how to prepare you may wish to conduct an internet search e.g. “preparing for a competency based interview”.**

# MEDICAL AND FITNESS ASSESSMENT

We need to make sure that our Firefighters are both medically and physically fit therefore, as part of the selection process, you will be asked to complete and pass a final fitness test and a medical examination. In some cases, we may need to seek further information from your GP.

## Medical

You will be asked to complete a medical questionnaire and undergo a medical examination. Your health information is confidential to our Health and Wellbeing Practitioners and Doctors. They will identify and discuss with you any medical conditions that may affect your ability to undertake the role of a firefighter.

Examples of some conditions which may affect your ability to join us as a firefighter are epilepsy and the use of certain types of hearing aids.

In addition, you will be required to have an eyesight examination report completed by an optician so we can determine if your eyesight meets our requirements.

The eyesight requirements for the role of a Firefighter are;

- Uncorrected vision of 6/18, 6/24 or better.
- Corrected acuity should be a minimum of 6/7.5 in the best eye, with worst eye at least 6/12.
- The ability to read N6 at 30cm (under 25 years) or N12 at 30cm (25 years and over) unaided binocularly.
- No history of night blindness.
- Normal vision fields to confrontation in both eyes
- Acceptable colour vision defined as no more than 2 errors on Ishihara plate test.
  - minor colour vision defects may be acceptable subject to the results of specialist testing.
- Candidates who have had laser correction surgery can cannot be progressed until a period of 12 months has passed and will require a full specialist report to confirm that there is no evidence of any complications that would impair safe or effective working.
- Other eye disorders will be assessed on a case-by-case basis.

***If you have any doubts that you can meet the eyesight requirements above, we strongly recommend that you book an appointment with an optician to seek their professional opinion.***

## Fitness Assessment

We use the **Chester Treadmill Walk Test** to assess your aerobic fitness, the minimum level required for recruitment as a Firefighter with the Scottish Fire and Rescue Service is 42 mlSO<sub>2</sub>/kg/min.

You will be required to walk briskly on a treadmill at a constant speed of 6.2 km/hr for 12 minutes, the initial two minute stage on the treadmill is performed without any incline on the treadmill platform, the incline will be increased by three degrees at five (two minute) intervals until the final two minutes (10-12 minutes) is at a 15 degree incline.

# OFFER & PRE-EMPLOYMENT CHECKS

If successful, we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks:-

→ **Employer Release**

We will check that you have the express permission of your primary employer to become an RDS Firefighter, where applicable.

→ **Confirmation of Right to Work in the UK**

In line with the Immigration, Asylum and Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and this will require to be checked and verified.

→ **Medical**

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both of these are subject to approval from our Occupational Health Physician.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ **Receipt of satisfactory references.**

When completing the application form you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way. Candidates should indicate on their application form if they do not wish referees to be approached without prior consent.

→ **Criminal Record Check**

In accordance with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) if an applicant has a conviction or spent convictions and if the nature of the offence is relevant to the job that he/she has applied for, we will seek to review the individual circumstances of the case and may decide to withdraw candidates from the process on this basis.

Successful candidates' details are checked through Disclosure Scotland. The SFRS will pay the required fees associated with this criminal record check.

Further information on Disclosure process can be found at [www.disclosurescotland.uk](http://www.disclosurescotland.uk)

***Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.***

# RDS FIREFIGHTER - YOUR FIRST YEAR

Our Trainee RDS Firefighters are required to attend an initial 2 week residential training course called Task & Task Management. Upon completion, trainees attend training nights at their home station and are required to complete the courses detailed below, within their first year in service.

## TASK & TASK MANAGEMENT COURSE

**Attend 2 week Residential Initial Training at SFRS College**

*This training will cover; basic core skills including equipment familiarisation, operation of fire service ladder and pumps; how to deal with road traffic collisions; basic first aid skills. NB: there will be an element of evening work.*



## CORE SKILLS CONSOLIDATION

**Attend Home Station on Training Nights over the following 3 weeks**



## ASSESSMENT OF TASK & TASK MANAGEMENT SKILLS

**Assessed on skill levels, 4 weeks following attendance at Task & Task Management Course**



## TRAUMA / RTC

**Attend Training - 2 days per Module at Home Station or suitable venue**

*These modules will cover trauma care skills, as well as training in working safely at Road Traffic Collisions*



## BA FOUNDATION COURSE

**7 days over 2 weeks – SFRS College**

*These Modules will teach you how to work safely using breathing apparatus at an incident and provide information on Breathing Apparatus (BA) sets used in SFRS*



## FIRE BEHAVIOUR COURSE

**2 days – SFRS College**

*At this course you will learn about fire development including Flashover and Backdraft, how to recognise them and more importantly how to manage them safely*



## TRAINEE MOVES TO DEVELOPMENT PHASE



# EMPLOYER RELEASE AGREEMENT

APPLICATION TO JOIN AS A RETAINED FIREFIGHTER

CANDIDATE NAME	
APPLICATION FOR	RDS COMMUNITY FIRE STATION

EMPLOYER	
ADDRESS	
TELEPHONE NUMBER	
EMAIL	

## EMERGENCY CALLS

I am prepared to release my employee to attend emergency calls at any time.

I am prepared to release my employee to attend emergency calls at any time.  
Subject to the undernoted conditions;

I am not prepared to release my employee

## TRAINING

I am prepared to release my employee to attend a training night, once per week

Yes  No

I am prepared to release my employee annually for one weekend training course.

Yes  No

SIGNATURE	
POSITION IN COMPANY	
DATE	

# GENERAL INFORMATION

## **DISABILITY**

As part of the application, you will be given the opportunity to specify your disability and detail any special requirements that you wish to be considered within our selection process.

You are asked to declare any disability and where required these will be looked at by the Occupational Health Physician on an individual basis to identify if you would be able to perform the duties of a RDS Firefighter and if any reasonable adjustments are required.

## **DIVERSITY MONITORING FORM**

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

## **KEEPING IN TOUCH**

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.

## **FEEDBACK**

After each stage of the selection process, i.e. after each individual assessment, you will receive an e-mail inviting you to the next part of the process, or an e-mail informing you that, unfortunately, you have not been selected to continue on this occasion. Feedback on performance may be requested upon completion of the recruitment campaign.

***Good luck with your application!***