



**Wholetime Duty System Firefighter  
Application to Transfer into  
South Wales Fire & Rescue Service (SWFRS)  
From a UK Fire & Rescue Service (FRS)**

|                                     |  |
|-------------------------------------|--|
| <b>Full Name</b>                    |  |
| <b>Name of Current FRS Employer</b> |  |
| <b>Staff Service Number</b>         |  |
| <b>Contact number</b>               |  |
| <b>Email address</b>                |  |

**Please Note:**

Applications to transfer into the Wholetime Duty System (WDS) in SWFRS will only be considered from those currently employed in a WDS position by a UK Fire & Rescue Service.

Candidates must be able to provide evidence of their status within their current role. Applications will only be accepted from WDS Firefighters deemed competent. Crew Managers and above wishing to be considered need to be aware that they will be transferring in at Firefighter level only.

Applications will **not** be accepted from those working in the:

- Ministry of Defence Fire & Rescue Services
- Airport Fire & Rescue Services
- Fire & Rescue Services outside of the UK

This application form is available in English and Welsh. If you have received this application form and it is not in your preferred language choice, please call us on: 01443 232200.

Please indicate whether you would like to receive future correspondence or communication through the medium of Welsh or English.

|                | <b>English</b> | <b>Welsh</b> |
|----------------|----------------|--------------|
| <b>Written</b> |                |              |
| <b>Verbal</b>  |                |              |

## Section 1 - Personal Details

**Please note:** All sections of this application form must be completed in full, if a question does not apply to you, please write/type 'N/A' (Not Applicable).

|                           |  |                             |                  |  |
|---------------------------|--|-----------------------------|------------------|--|
| <b>Title:</b>             |  | <b>Surname:</b>             |                  |  |
| <b>First Name:</b>        |  | <b>Middle Name(s):</b>      |                  |  |
| <b>Address:</b>           |  |                             |                  |  |
|                           |  |                             |                  |  |
|                           |  |                             |                  |  |
|                           |  |                             | <b>Postcode:</b> |  |
| <b>Home Telephone No:</b> |  | <b>Mobile Telephone No:</b> |                  |  |
| <b>Work Telephone No:</b> |  | <b>E-mail Address:*</b>     |                  |  |

\*Please note: all correspondence will be sent via email

## Section 2 - Declaration of Offences

You are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974. Please include offences dealt with by a court of law, Her Majesty's Services, and any driving offences.

**Please note:** Failure to disclose any unspent convictions which are identified at a later date could mean withdrawal from either the process or result in dismissal from South Wales Fire and Rescue Service.

| Are you currently subject to any criminal conviction which is not yet spent under the Rehabilitation of Offenders Act 1974? | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Details of Offence(s), including date(s) of conviction:</b>                                                              |     |    |
|                                                                                                                             |     |    |
| <b>Judgement, including fine(s) and sentence(s):</b>                                                                        |     |    |
|                                                                                                                             |     |    |

## Section 3 - Support Requirements

We understand that in some cases (for example, dyslexia), additional support may be required to enable candidates to fully participate in the selection process.

If you want to register any support requirements, please record details below. If you would prefer to speak to a member of the Recruitment and Assessment Team, please ring 01443 232200.

Please note that supporting evidence and guidance from a healthcare professional may be requested to ensure we provide appropriate and effective adjustments.

## Section 4 – Employment

### Employment

#### Current Employment

|                               |  |
|-------------------------------|--|
| FRS:                          |  |
| Location/Department:          |  |
| Staff Service Number:         |  |
| Date Commenced with this FRS: |  |
| Substantive Role:             |  |
| Current Role:                 |  |
| Notice Period:                |  |

**Please note:** we can only accept your application if you provide us with sufficient evidence of Firefighter competency. You are required to indicate the form of evidence that you are submitting, please tick the relevant box(es).

| Evidence of Competency    |                    |                                       |                                                             |
|---------------------------|--------------------|---------------------------------------|-------------------------------------------------------------|
|                           | Date of competency | Letter from HR or Training Department | NVQ Certificate or role competency accredited qualification |
| WDS Competent Firefighter |                    |                                       |                                                             |
| CM or above               |                    |                                       |                                                             |

#### Other FRS employment

| FRS | Location | Role | Dates (From) | Dates (To) |
|-----|----------|------|--------------|------------|
|     |          |      |              |            |

## Section 4 – Employment cont .....

### Employment

#### On-Call/RDS Employment

| On-Call/RDS Employment                                                                   |     |    |
|------------------------------------------------------------------------------------------|-----|----|
| Do you have a secondary On-Call/RDS contract?                                            | Yes | No |
|                                                                                          |     |    |
| FRS                                                                                      |     |    |
| Station/locality                                                                         |     |    |
| Date commenced employment as On-call/RDS                                                 |     |    |
| Depending on the area, do you intend to continue with this contract if employed by SWFRS | Yes | No |
|                                                                                          |     |    |

## Section 5 – Skills, qualifications and experiences

### Skills/Qualifications Matrix

Please state the level and type of skills/qualifications you have attained.  
Original certificates of FRS Courses and Qualifications will be required at Interview.

| Skill/Qualification                                                 | YES/NO |    | Level /Type |
|---------------------------------------------------------------------|--------|----|-------------|
| Emergency Response Driver Training (ERDT)                           | Yes    | No |             |
| Hydraulic Platform (HP)                                             | Yes    | No |             |
| Aerial Ladder Platform (ALP)                                        | Yes    | No |             |
| Line Rescue                                                         | Yes    | No |             |
| Boat Operator                                                       | Yes    | No |             |
| Water Rescue                                                        | Yes    | No |             |
| Incident Command Level 1                                            | Yes    | No |             |
| Trauma Care                                                         | Yes    | No |             |
| Health and Safety eg IOSH and NEBOSH                                | Yes    | No |             |
| Emergency Medical Responder                                         | Yes    | No |             |
| Training Certificate                                                | Yes    | No |             |
| Assessor/Verifier/Quality Assurance                                 | Yes    | No |             |
| When is your next BA Re-Qualification due?                          | Date   |    |             |
| Please provide details of any other relevant skills/qualifications: |        |    |             |
|                                                                     |        |    |             |

## Section 5 – Skills, qualifications and experiences cont .

### Additional Firefighter Experiences

Please provide specific details of experiences in the following areas, where applicable:

#### Community engagement events

#### Instructor Training

#### Assessor/Verifier/Quality Assurance

## Section 6 – Competency based questions

The four questions set out below are based on the NFCC Leadership Framework (attached) which was published earlier this year and will replace the PQA framework.

Please provide as much detail as possible in relation to your personal involvement and any considerations made.

Examples, should be Fire Service related.

### Question 1 - Personal Impact

How have you developed yourself? Please provide a detailed example(s) describing how you have learnt and developed your skills and behaviours.

(500 words maximum)

## Section 6 – Competency based questions

### Question 2 - Outstanding Leadership

**When have you undertaken a leading role to achieve a specific task or objective?  
Please provide a specific example.**

**(500 words maximum)**

## Section 6 – Competency based questions

### Question 3 - Service Delivery

**What high quality service have you provided that has met customer needs?  
Please provide one specific example.**

**(500 words maximum)**

## Section 6 – Competency based questions

### Question 4 – Organisational effectiveness

**An objective for SWFRS is to improve equality and diversity in the provision of its service. How have you contributed to or achieved an organisational goal like this? Please provide a detailed example.**

**(500 words maximum)**

## Section 7 – References

**Upon receipt** of your application form, reference enquiries **will be made** to the Human Resources Department of your current FRS. Details required will include proof of competency, training undertaken, and particulars of disciplinary offences.

We therefore, recommend that you inform your FRS employer at the earliest opportunity of your intention to enter into this Transferee process.

### Contact Details of Current FRS

Please provide contact details for the Human Resources Department of your current FRS.

|                      |  |              |                       |                  |  |
|----------------------|--|--------------|-----------------------|------------------|--|
| <b>Title:</b>        |  | <b>Name:</b> |                       |                  |  |
| <b>Address</b>       |  |              |                       |                  |  |
|                      |  |              |                       |                  |  |
|                      |  |              |                       |                  |  |
|                      |  |              |                       |                  |  |
|                      |  |              |                       | <b>Postcode:</b> |  |
| <b>Telephone No:</b> |  |              | <b>Email Address:</b> |                  |  |

## Section 8 - Our Values

Our **Values** define what we stand for – they are our core rules. Once defined, the values that are important to us should be reflected in everything we do.

SWFRS has a set of values which describe how we will work as an organisation. Whenever you come into contact with SWFRS, as a member of public, a partner or business, or a member of staff, these values should always be evident.

### **Caring**

We will be caring and compassionate displaying concern and empathy for others.

### **Dedicated**

We are dedicated to the communities where we live, work and visit. We are devoted to saving lives and working in partnerships as an integral part of our communities.

### **Disciplined**

We are clear about our roles and operate within agreed levels of authority, within a disciplined environment. We consider that the highest form of discipline is self-discipline.

### **Dynamic**

We will embrace, and are capable of changing or being changed. We partake in vigorous activity, with energy and enthusiasm, achieving high effectiveness.

### **Professional**

We will demonstrate professionalism in all that we undertake. This means we will carry out our duties in a competent and dependable manner, demonstrating expertise in all that we do and ensuring that we demonstrate commitment to the high standards expected of SWFRS at all times.

### **Resilient**

We will anticipate risk, limit impact, and bounce back rapidly through adaptability, evolution and growth in the face of turbulent change. We will withstand and recover quickly from difficult conditions.

### **Respectful**

We will respect each other and the communities we serve. This means treating people fairly, accepting differences and acknowledging the contribution of our colleagues and our communities.

### **Trustworthy**

We can be relied on to be honest and truthful.  
Our values reflect the core ideology of SWFRS.

☐ I have read and understood the Fire and Rescue Service Core Values and will commit to practice and actively promote them (Please tick box).

## Section 9 – Declaration

- 1) I agree to the information in this form being stored in accordance with the General Data Protection Regulations (GDPR). Please refer to our privacy statement on the 'Working For Us' webpage of the SWFRS website.
- 2) I am currently a Wholetime competent firefighter and have a basic swimming ability and water confidence that will enable me to work safely in water rescue situations (as per South Wales statutory duties). I also hold a current driving licence and I am willing to drive Fire Service Appliances as and when required.
- 3) I am **not** to the best of my knowledge related to any Member or Co-opted Member of the Fire Authority or a Principal Officer of the Fire and Rescue Service and if I have any queries in relation to the above I will contact the Recruitment team directly.

**Please note:** Approaching any elected Councillor or employee of a Fire and Rescue Authority directly or indirectly to promote this application or providing false/misleading information in this form shall disqualify you from appointment. Or if appointed may render you liable to disciplinary action, which could lead to your dismissal.

I confirm that I have completed this application form and that to the best of my knowledge the information I have provided is true, accurate and correct.

|                |  |               |  |
|----------------|--|---------------|--|
| <b>Signed:</b> |  | <b>Dated:</b> |  |
|----------------|--|---------------|--|