



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Wholetime Firefighter Recruitment

Information Pack





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**DORSET & WILTSHIRE
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A message from Ben Ansell, Chief Fire Officer



I am very proud to lead Dorset & Wiltshire Fire and Rescue Service. We have a fantastic workforce that works tirelessly to help make Dorset and Wiltshire a healthier and safer place to visit and work.

Our people are the heart of our Service, and without the energy, drive, commitment and professionalism of our staff we would not be able to do what we do.

I am committed to making sure we continue to invest in our people so that we can provide an efficient and effective fire and rescue service.

If you share our vision and think you could make a positive difference to our people and communities, we would love to hear from you.



**DORSET & WILTSHIRE
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Introduction

Thank you for your interest in becoming a Wholetime Firefighter with Dorset & Wiltshire Fire and Rescue Service (DWFRS).

We are providing this recruitment information pack to give you a good understanding of the role of a Firefighter; what we do as a Service; and information about the recruitment and selection process.

Please take time to read this information carefully as it provides all the information you need to guide you through the process. Please click on the link to view our [Frequently Asked Questions \(FAQs\)](#) which can also be found on our website.

For information relating to how we use your personal data in this process please see our website: <https://www.dwfire.org.uk/about-us/accessing-information/data-protection/privacy-policy/>



EMPLOYER RECOGNITION SCHEME
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PROUDLY SUPPORTING THOSE WHO SERVE.





Think you know about the role of Firefighters, think again . . .

Firefighting involves much more than putting out fires. We play a crucial role in:

Response:

- **Rescuing** people from road traffic collisions
- **Supporting** the ambulance service with medical emergencies
- **Rescuing** people from fast flowing water and protecting properties from flood damage
- **Rescuing** people from height and confined spaces
- **Providing** specialist animal rescue services

Prevention:

- **Educating** young drivers to prevent accidents and injuries
- **Keeping our communities safe** from fire and other dangers with safe and well visits
- **Educating** children in fire, road and water safety through school visits and community events
- **Saving lives** through mentoring young people in our arson prevention programme

Protection:

- **Making** people safer in their places of work by advising business owners on fire safety regulations
- **Making** buildings safer where people work, live and carry out leisure activities



Firefighter Rolemap

Ref	Title
FF1	Inform and educate your community to improve awareness of safety matters
FF2	Take responsibility for effective performance
FF3	Save and preserve endangered life
FF4	Resolve operational incidents
FF5	Protect the environment from the effects of hazardous materials
FF6	Support the effectiveness of operational response
FF7	Support the development of colleagues in the workplace
FF8	Contribute to safety solutions to minimise risks to your community
FF9	Drive, manoeuvre and redeploy fire service vehicles

This Rolemap outlines the varied responsibilities and duties expected of a Firefighter within their role.



Who are we?

Dorset & Wiltshire Fire and Rescue Service is a modern fire and rescue service bringing two counties together and serving the local authorities of Bournemouth, Christchurch and Poole (BCP), Dorset, Swindon and Wiltshire.

Dorset & Wiltshire has 50 fire stations serving our local communities and crews are available to respond 24 hours a day.

Alongside emergency response, our work also focuses on prevention, protection and resilience – working for and with our communities to ensure that local people are as safe as they can be.

Our 1350 staff comprise of:

- 400 Wholetime Firefighters
- 588 On Call Firefighters
- 30 Fire Control
- 332 Corporate Staff

We have 74 pumping appliances, 3 aerials, 57 other appliances including 4X4, water carriers, technical rescue, operational support, as well as 2 Training Centres, one Headquarters, and several support offices.

During 2022-2023 we have:

Been there when you need us

- Attended 14,668 incidents
- 3,377 fires (929 deliberate)
- 626 accidental fires in the home
- 301 fires in non-domestic buildings
- Attended 711 road traffic collisions
- 365 rescues from road traffic collisions
- Rescued 118 people from fires

Protected you and the environment from harm

- 842 fire safety audits
- 5,971 positive engagements with businesses
- 1,653 building regulation consultations

Helped to make safer choices

- 44,692 children received safety education talks in schools, children's groups and via community engagement.
- 9,712 Safe & Well visits and delivered fire safety information to a further 4,547 homes
- 63 Safe Drive Stay Alive events with 9,587 attendees
- 14 Survive the Drive events with 1,100 attendees, in collaboration with the MoD
- 16 Biker Down activities
- 94 road safety events with 2,255 attendees



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We are working for and with our communities to ensure that local people are as safe as they can be.

Our wholetime stations are located in:

- Amesbury
- Christchurch
- Poole
- Redhill Park
- Springbourne
- Westbourne
- Weymouth
- Dorchester
- Stratton
- Swindon
- Westlea
- Chippenham
- Salisbury
- Trowbridge
- Dorchester – from April 2025

Please visit our website for specific information on each of these stations:

Most of our wholetime stations operate on a shift system known as 2-2-4. Staff are assigned to one of four watches, working a 42-hour week over an eight-week cycle; this involves two day shifts of 8am to 6pm, then two night shifts of 6pm to 8am. The remainder of the fourth day and the next three full days are then rest days.

We also have some wholetime stations that operate on a day-duty system with no night shift requirement.

Successful applicants will be asked to express preferences as to where they could be located, but the Service's needs will determine eventual postings.



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Employee Benefits

Investing in our people: 'one team approach'

Dorset & Wiltshire Fire and Rescue Service offers a wide range of employee benefits and strives to ensure that our employees feel valued and rewarded. These benefits include:

Iconic location

Dorset and Wiltshire are beautiful counties to live and work in. We have many areas of outstanding natural beauty, including the Jurassic coast which is a World Heritage site, Salisbury plain and historic landmarks such as Salisbury Cathedral and Stonehenge. Both counties are popular destinations for visitors.





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smarter working iconic location
parking on site union membership
mental health support free gym access
learning & development flexible working
pension scheme TRiM blue light card
discounts employee benefits continuous service
mindful employer counselling family friendly annual leave
physio sessions maternity adoption eye voucher
paternity health & wellbeing flu vaccinations
parental leave sports & social club
leisure centre access fire fighters charity
employee recognition

We have a variety of benefits available for staff. To find out more information about the benefits available, please click [here](#).



Terms and Conditions

Contracts/ shift working

Wholetime Firefighters are required to work a flexible shift pattern, this is equivalent to 42 hours per week which will involve working days, nights and/or weekends. Different stations have different shift patterns. For more information on shift patterns please visit our website [here](#).

Pay

All remuneration is paid in accordance with the National Joint Council (NJC) Conditions of Service for the Local Authorities Fire Services.

Trainee Firefighter:

During your initial training course you will have an annual salary of **£28,265**

Firefighter in Development:

Following completion of your initial training your salary will increase to **£29,442**

Competent Firefighter:

Once you have successfully completed the relevant stages of your development, which is achievable in around 18 months to two years into your role, your salary will increase to **£37,675**

Pension Scheme

Wholetime Firefighters are eligible to join the Firefighter Pension Scheme 2015 and will be automatically enrolled.

Do you have what we need?

If you think you can't be a Firefighter because you don't meet the stereotype you have in mind, think again! If you care about the safety of others and want to be part of the community, working to help keep communities safe, this could be the job for you. Do you have these characteristics?

- **Are you a role model that leads by example?**
- **Are you a team player?**
- **Want to work within your community and make a difference?**
- **Looking for a challenging and rewarding career?**
- **Respect for diversity, with a fair and ethical approach?**
- **Do you have physical and mental strength?**
- **Are you calm under pressure with the ability to work outside your comfort zone?**



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- **Can you stay focused and achieve a goal under stressful emergency situations?**
- **Do you have the drive, ability and initiative to make a positive personal impact?**
- **Are you able to work at height and in dark confined spaces?**

If you were able to answer 'Yes' to all the above, then we have your next career ready and waiting

Are you prepared to:

- **Get hot/cold whilst working?**
- **Carry heavy equipment?**
- **Work unsociable hours?**
- **Work in situations where you may see blood, seriously injured, or fatalities?**
- **Deal sensitively with people in difficult situations?**
- **Talk to groups & individuals in the local community about fire safety?**

If you answered 'no' for any of the questions above, we strongly suggest you think seriously about whether being a Firefighter is right for you.



Eligibility criteria to apply

Applicants must meet the following eligibility criteria to be able to apply for the role of Firefighter:

- Be over the age of 17 years and six months at the closing date for applications (you must be 18 years or older at the point of employment)
- Have the right to work in the UK
- Do not have any unspent criminal convictions
- Hold a full valid UK manual driving licence
- Be confident in water

As well as the above criteria, candidates should be aware that they will need to meet the required fitness standards, medical health check, eyesight and hearing standards for entry.

Please follow the links below for information on development and future career opportunities

- **[Firefighter Development Programme](#)**
- **[Development and future career opportunities](#)**

Our Vision and Values

Dorset & Wiltshire Fire and Rescue Service is 'passionate about changing and saving lives'.

Our Vision:

We are much more than a Fire and Rescue Service. We are about helping you to become safer, healthier and to live more independently. Improving your wellbeing and investing in our future generations is central to our way of thinking. We will play a key part in supporting our communities and businesses to grow safely and responsibly. When you need us, we will respond quickly and professionally to limit distress, harm and economic loss.

We have five priorities:

- **Help you to make safer and healthier choices** – we want you to be more aware about the risks you face and support you and your business to be safer. We are committed to improving the wellbeing of you and your family.
- **Protect you and the environment from harm** – we will work with you to improve your safety and reduce the effect that day-to-day hazards and risks can have on you and your environment.
- **Be there when you need us** – we will continue to provide a professional and prompt response when an emergency happens.
- **Make every penny count** – we will continue to be a well-respected and trusted Service, offering excellent value for money.
- **Supporting and developing our people** – making sure our staff are at the centre of everything we do, are well led and have the right knowledge and skills, is crucial to the success of our Service.

Our Ethical Principles



As a Service, we are passionate about changing and saving my lives, and we want to make a difference to the communities we serve.

We know that performance at work is not just about what we do or what we know but is also about our culture.

Public trust and confidence in fire and rescue services rely on all employees demonstrating ethical behaviours.

The Code of Ethics sets out these ethical principles and is designed to help services to continuously improve culture and workforce diversity, helping to support communities in the best way.

Everyone in every fire and rescue service (FRS) is expected to follow the Code.



Our recruitment, assessment and progression processes are based on our [Code of Ethics](#) that has been developed specifically for Fire and Rescue Services. When recruiting, we identify the most important behaviours for the role and these are used as part of the selection process. We also closely monitor candidates' behaviour throughout the recruitment process to ensure alignment with our Code of Ethics.

For further information on Our Code of Ethics please visit our [website](#). You can also take our [Code of Ethics Self-assessment](#).

Equality, diversity and inclusion

DWFRS is committed to making a real difference to the lives of people in Dorset and Wiltshire. We want to reduce the level of risk and harm to our communities targeting those most at risk. We identify opportunities to enhance our services to better support our communities and our workforce, mindful of our under-represented groups and the characteristics protected by the Equality Act 2010.

Equality, Diversity and Inclusion (ED&I) is not just a phrase to us, it's one of the five ethical principles in our [Code of Ethics](#) and at the heart of everything we do.

Equality



For us, equality cannot be achieved without equity. This means we recognise you have unique experiences which can impact you, yet deserve fair and equal opportunity. Equality is about understanding and working with these inequities to get the best out of you.

Diversity



We believe diversity is all about recognising, understanding, and valuing difference. No two people have the same lived experience and that is what makes your diversity so beautiful. Without it, we would lack the perspective, culture, and excitement you and your community can offer.



Inclusion



We recognise that inclusion is absolutely key if we are to make the most of the power your diversity brings. Without inclusivity, we would not be able to develop your unique ideas, collaborate with and learn from our different communities or support and celebrate the diversity within our workforce.

We respond to a wide range of incidents with our highly trained, highly skilled teams who have a wealth of training, experience and knowledge. The communities we serve can be as diverse as the situations we tackle.

Dorset & Wiltshire Fire and Rescue Service is committed to ensuring that its workforce reflects the community we serve. At the present time this is not the case as women are under-represented within our operational service and the wider workforce does not reflect the ethnic diversity within our communities.

We are an equal opportunities employer and we are committed to putting equality, diversity and inclusion at the heart of everything we do. We welcome applications from all members of our community and encourage women, people from ethnic minority backgrounds and members of the LGBTQ+ community to join us.

Although we require our Firefighters to have a good standard of fitness and practical ability, having a disability will not prevent you from applying. We do have our 'Frequently Asked Questions' which should be able to answer any questions that you may have regarding applicants with disabilities.



Becoming a Firefighter with Dorset & Wiltshire Fire and Rescue Service

Recruitment Process

The recruitment procedure has several different stages to its process. We need the best and most committed people to join our team. Every day at work you are required to give 100 percent. If you are one of the successful applicants to make it through the process you will be rewarded with a competitive salary, fantastic career opportunities, and the chance to work as part of a highly skilled Service, whilst achieving further qualifications and personal goals.

<u>Activity Required</u>	<u>Start and closing dates*</u>	
Online registration	Opens: Closes:	10am on 30 September 2024 Midnight (23:59 hrs) on 04 October 2024
Behavioural Styles Questionnaire (BSQ)	Opens: Closes:	10am on 08 October 2024 12 noon on 10 October 2024
Situational Judgement Test (SJT)	Opens: Closes:	10am on 15 October 2024 12 noon on 17 October 2024
FRS Ability Tests (Online)	Opens: Closes:	10am on 22 October 2024 12 noon on 24 October 2024
Applications (by invitation only)	Opens: Closes:	04 November 2024 Midnight (23:59 hrs) on 10 November 2024
Candidates book Fitness Test slot	By:	12 noon on 19 November 2024
Fitness Tests take place		02 December 2024 - 04 December 2024
Candidates book Practical Test slot	By:	12 noon on 18 December 2024
Practical Tests & Verification take place		W/C 13 January 2025 and W/C 20 January 2025
Candidates book Presentation & Interview slot	By:	12 noon on 06 February 2025
Interview & Presentation take place		W/C 24 February 2025 W/C 03 March 2025
Date to advise candidates of outcomes		By 14 March 2025

*In unforeseen circumstances dates may be subject to change.



Stage one – Register Interest, Realistic Job Preview, Eligibility and Online Assessment Process

You will be able to register your interest and start your application from 10am on 30 September 2024. This will involve participating in a simple multi-stage online sifting process requiring you to complete and pass various stages before being asked to complete a formal application form. This process is used to help us manage the high volumes of applications we receive for this role, fairly and efficiently.

Due to the high volume of applications, the process will initially be managed online and supported **by email only** and you will be given clear instructions and advised how to access support if needed, at each stage. Detailed information explaining how the process works, and the dates of each stage are included in this recruitment guide. *You must please read this guide carefully before starting the online process*, it will help you understand and complete the process successfully without the need to contact us directly. Should we need to contact you we will do so by email (or telephone when necessary).

Online Registration

All applicants must complete the registration and eligibility screening stage to formally start an application. This takes less than 15 minutes to complete and must be completed before the set **closing date of 4 October 2024** at midnight (23:59 hrs). From this time/date the online portal will be closed, and no late registrations will be possible under any circumstances.

The online registration is accessed by clicking on the web link posted on the recruitment page of our website.

You will need to register your name, address, contact number, National Insurance Number (please ensure you have this available when you register) and e-mail address (all communications will be by e-mail, so it is critical that you use the same e-mail address only and check this throughout the selection process). Please also remember to regularly check your Junk/Trash or Spam folders to ensure you don't miss any communications.

As part of the registration, you will also be asked to give details relating to equality and diversity; however, there is an option for you to select that you 'Prefer not to Say'. We encourage you to complete this accurately as it provides us with useful information on the diversity statistics for all applications received.

As part of the registration process you will also be asked if you meet essential criteria as provided in the [eligibility criteria section](#).

You must ensure you read the questions carefully and answer them accurately, you cannot amend them once recorded. If you do not meet all the eligibility criteria you will not be allowed to proceed with your application. The criteria are applied strictly and consistently, and **no exceptions will be made**. Therefore, please do not contact us to query the criteria or seek to apply if you do not meet the basic eligibility requirements. *If it is found at a later stage that you do not meet the essential criteria you will be removed from the process.*



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The online sifting process will be managed on behalf of Dorset & Wiltshire Fire and Rescue Service by HR Solutions Hub, a professional service who specialise in administering the assessments and tests which make up the online registration and sifting process.

Whilst you are participating in the online sifting process, please check your e-mails daily, including trash/spam folders, for instructions as to when and how to access the various stages. We need to adhere to a strict timetable and if you miss an e-mail this is your responsibility, and **we will not extend deadlines under any circumstances.**

Once you have completed the registration and eligibility stage you will be informed immediately on screen whether you have:

- passed and will be contacted to progress as per the published process
- failed and the reason why you have failed
- or that you have been referred to the HR Department of Dorset & Wiltshire Fire and Rescue Service because we require further information from you before deciding if you are eligible.

These outcomes are clearly explained and final and you do not have the right of appeal.



The Online Assessment Process

This is a timetable showing the timing of the online sifting process. Please make a note of these dates to avoid missing your opportunity to complete them in time.

Activity Required	Start and closing dates
Online registration	Start: 10am on 30 September 2024 Closing: midnight (23:59 hrs) on 04 October 2024
Step 1 – Behavioural Style Questionnaire (BSQ)	Start: 10am on 08 October 2024 Closing: 12 noon on 10 October 2024
Step 2- Situational Judgement Test (SJT)	Start: 10am on 15 October 2024 Closing: 12 noon on 17 October 2024
Step 3 – FRS Ability Tests: Verbal, Numerical and Mechanical Reasoning	Start: 10am on 22 October 2024 Closing: 12 noon on 24 October 2024

Step 1 - Behavioural Styles Questionnaire

On 08 October 2024 you will receive an email from the **Apollo** system with a link to access the first stage of the assessment process which is an online Behavioural Styles Questionnaire. The deadline to complete this questionnaire is 10 October 2024 at 12 noon. If you do not complete it before this time you will not be progressed further in the recruitment process. You will be informed whether you have passed or failed this questionnaire by email on 15 October 2024. If you have passed you will be progressed to the next assessment which is a Situational Judgement Test. If you have failed, your application will not be considered further.

Step 2 - Situational Judgement Test

On 15 October 2024 you will receive an email from the **Apollo** system with a link to access the Situational Judgement Test. The deadline to complete this questionnaire is 17 October 2024 at 12 noon. If you do not complete it before this time you will not be progressed further in the recruitment process. If you have passed you will be progressed to the next assessment which is the Fire Service Ability Tests. If you have failed, your application will not be considered further.

Step 3 – Fire Service Ability Tests

On 22 October 2024 you will receive an email from the **Test Partnership** system with a link to access the FRS Ability Tests. These are short tests measuring your verbal, numerical and mechanical reasoning. The deadline to complete them is 24 October 2024 at 12 noon. If you do not complete them before this time you will not be progressed further in the recruitment process. You will be informed whether you have passed or failed these tests by email on 04 November 2024.

If you have failed the tests your application will not be considered further.



We strongly advise that you complete each stage as soon as possible and do not leave it until the actual deadline. **It is not possible for us to give extensions to any of the deadlines given.**

General Guidance and Information

All the online stages should be completed by *you, alone and unassisted* on a computer, laptop or tablet. **They are not compatible with a smartphone.** You should ensure that you have a *stable internet connection* when accessing and completing all the online stages. **Checks will be undertaken at a later stage in the selection process to verify that you have completed these tests without assistance.**

Should you experience any IT issues accessing the online system during any of the online stages please email applicant.support@hrsolutionshub.co.uk for assistance. This support is available between *0900 and 1800, Monday to Friday only*. Any emails received outside these hours will be responded to by 1200 on the next working day. Support is only available via email so please do not attempt to contact us by telephone.

Please make note: as we receive many hundreds of applications, regrettably we will not be able to provide you with individual results or feedback from the assessments you have completed so please do not email us requesting these at any stage of the process.

Should you require any information during the online sifting process described above, please refer to this guide as it will have all the information you need.

Should you wish to view some sample questions please visit our website and view the [Online Assessments page here](#).

Stage two – Completion of Online application form

If you pass the FRS Ability Tests, you will be sent an email from HR Solutions Hub informing you of this which will contain a link to access our online application form which you should complete to submit your application. You should access this link from 04 November 2024, and you will have until midnight (23:59 hrs) on 10 November 2024 to submit it. **Please be aware that you must complete and submit your application by the deadline as no extensions will be given.**

Stage three - Fitness Testing and Document Checks

We anticipate that the Fitness Tests will be held on 02 December 2024 - 04 December 2024 at Five Rivers Health & Wellbeing Centre, adjacent to Service HQ in Salisbury.

You will be required to bring your driving licence as photo identification and evidence of your licence to drive manual vehicles.

You will be required to submit a Health & Fitness questionnaire in advance of the fitness tests dates. If you have a pre-existing medical condition, you will be asked to supply a Doctor's note



confirming you are fit to undertake the fitness testing before 27 November 2024. Further details will be provided at the appropriate time.

You will undergo a blood pressure check prior to being able to take the fitness test, on the day.

You will be required to demonstrate a standard of 42 VO₂ max, which is the national minimum standard for someone joining the Fire Service. This is achieved by a bleep test (shuttle run), which involves running continuously between two markers 20 metres apart.

The running speed is determined by an audio bleep and the interval between the bleeps decreases as you complete each level. You will need to run for roughly eight minutes and 30 seconds to achieve Level 8 Shuttle 8, which is the equivalent of a VO₂ max of 42.3. Please visit www.bleeptests.com for more information about a bleep test to help you to prepare.

- For an overview of the fitness requirements for being a Firefighter, [click here](#).
- For a useful 12 week training programme to help you achieve these standards, [click here](#).

Firefighting is a difficult and demanding job, so we have to test whether new joiners are fit and able to perform all aspects of the role that may be required for operational duties.

Stage four – Practical Assessment and Verification Test relating to completion of initial Online Fire Service Ability Tests (Re-Testing)

Practical Assessment

We anticipate that the Practical Assessments and Verification Tests will be held in the weeks commencing 13 January and 20 January 2025.

At this stage of the process you will be tested both physically and mentally with a selection of tests which are designed to replicate the type of work you will be expected to undertake as a Firefighter. They are designed to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises.

All our tests are derived from the agreed national Firefighter selection tests as set out by the National Firefighter Chiefs Council (NFCC).

An explanation of each test within the practical assessment is given below – click on the links to see a short video clip showing each task. There is also [a single video available](#) showing the whole process.

Ladder Lift

You will be required to lift a bar which replicates the head of a large Fire Service ladder from a height of 75cm to a height of 182cm in the way demonstrated to you. The maximum weight of the bar will be 15Kg for the test.

This test will require upper body strength.



Casualty Evacuation

To simulate rescuing a casualty, you will be required to drag a casualty dummy backwards around a 30m course in a set time whilst guided by an instructor. Techniques for lifting will be demonstrated before the test.

This test requires core strength and endurance.

Ladder climb

Wearing a fall arrest harness you will be required to ascend a fire service ladder to a marked height where you will then be required to take a leg lock and lean backwards and identify a number, letter or symbol being displayed from the ground.

The method of climbing the ladder and the leg lock will be demonstrated to you prior to taking part in the test and you will have the opportunity to practice at a lower height before the test. This test requires coordination and agility as well as you showing you are comfortable working at height.

Equipment assembly

In this test you will be required to assemble and disassemble a piece of fire service equipment in a way shown to you prior to the test commencing, whilst following the instructions given.

This test requires manual dexterity and the ability to follow instructions.

Confined space

In this test you will need to negotiate a set path whilst working with restricted mobility. You will be wearing a breathing apparatus set on your back and a mask will be on your face; however, this will not be providing air. The first part of this test is done without restricted visibility, however for second part you will not be able to see, and you must use the techniques shown to you at the beginning to find your way.

This test requires agility, endurance, concentration, and you to demonstrate you can work with restricted/no visibility.

Ladder extension

For this test you will be required to lift a weight using a lifting method shown to you to a required height and then back down, whilst maintaining control. The weight to be lifted is 28Kg.

This test requires grip and upper body strength along with coordination.

Extend to lower

This test simulates the making up of a fire service ladder where you will be required to lift a weight of 42Kg.

This test requires grip and upper body strength.

Equipment carry test

This test involves moving items of fire service equipment over a set distance. You will be running, lifting, carrying and dragging various items in a set order, which will be explained before the test, with the methods of lifting, carrying and holding. As you do each stage the next instruction will be given to you, so this is not a memory test.

To complete this test, you will need to combine all aspects of fitness with good endurance alongside core, upper and lower body strength and agility.

On the day of the Practical Assessment, you will be fully supervised and will be provided with the appropriate Personal Protective Equipment (PPE) to wear. For the majority of the tests you



will be in full fire kit (PPE) which includes, boots, leggings, overcoat (tunic), helmet and gloves. You will need to ensure you wear appropriate clothing underneath which does not limit your movement such, as you would wear in the gym or exercising, which needs to include full leg covering (leggings/tracksuit trousers etc) and a pair of full length socks (not ankle socks) is essential for a good fit in the fire boot.

In order to help you prepare for the practical tests, you will be able to find a 12 week training programme [here](#). You can refer to this and use it as a training guide.

Online Ability Test Verification

As part of stage four in the process, candidates will be re-tested on the initial online ability test(s) completed at the beginning of the process. These checks are in place to verify that you have completed these tests without assistance.

Stage five – Presentation and Interview (and document checks)

We anticipate that the Presentations and Interviews will be held in the weeks commencing 24 February and 03 March 2025.

This stage will include a presentation which will allow us to assess your ability to stand in front of people and confidently present your information. This is something that our Firefighters are required to do regularly when working with the local communities.

You will also be required to take part in an interview with a panel of representatives from within Dorset & Wiltshire Fire and Rescue Service. This will focus on past experiences, your skills and personal attributes which will determine your suitability for the role of a Firefighter.

For those candidates invited to this stage, you will be required to provide your evidence of right to work in the UK and ID documents for a Standard Disclosure and Barring Service (DBS) check. Further information and guidance will be made available nearer the time.



Pre-employment checks

Medical Assessment

You will be required to attend an appointment at our Occupational Health Unit for a medical and fitness assessment. The medical will include:

- Height
- Weight
- Blood pressure
- Blood Glucose Test (finger prick or by urine sample)
- Eye test – near and distance vision (with and without spectacles if worn)
- Breathing test (lung function)
- Hearing test (audiometry)
- Fitness assessment – Chester Treadmill Walk Test ([please refer to this useful guidance document on what this involves](#))

We are currently reviewing drug and alcohol test arrangements, and it is likely that these will be included in future medical examinations.

Additionally, you will be asked questions about your general health and any disabilities/medical needs you may have (a medical questionnaire will need to be completed prior to your attendance). An Occupational Health Technician will conduct the necessary tests. This will be followed up (not necessarily straight away but on the same day) with an appointment with the Occupational Health Physician, who will review the test results, undertake any further testing (if required) and provide a medical decision on your fitness for operational duties. Please note prior to this decision (and largely dependent on your test results and clinical information you have disclosed) the physician may require your consent to liaise with any specialists or treating teams you have or had. Alternatively, you may be referred back to your GP for further tests to be conducted on the NHS. In such cases a decision regarding your fitness will remain pending until the Occupational Health Physician has all the information needed to enable them to make a clinical informed decision.

We receive many enquiries from applicants during recruitment regarding current and/or past medical issues. Unfortunately, we cannot give definitive guidance regarding individual issues as all clinical matters require consultation with the Occupational Health Physician and GP's/treating teams for them to decide whether an applicant is suitable to carry out the role of a Firefighter. All cases will be considered on an individual basis.

In accordance with the Data Protection Act, we do not divulge any medical information to anyone outside of occupational health without your written consent.



Eyesight standards

For your eyesight test, you will be asked to attend an appointment with your local Specsavers opticians, who will assess your vision in line with our eyesight entry standards. If you wear glasses, please ensure you take these to your eyesight appointment. A form will be provided to you which the optician must complete, and you will need to send back to the Service before attendance at your occupational health physician appointment. Our eyesight entry standards are:

- Vision must be binocular
- Have a corrected visual acuity of 6/9 binocularly with a minimum of 6/12 in the worse eye
- Have no more than +3.00 dioptres of hypermetropia in each eye
- Be able to read N12 at 30cm aided with both eyes open.
- Have a normal visual field in each eye, as determined by confrontation techniques or formal testing methods
- Have no history of night blindness or any ocular disease that is likely to progress and result in future failure of the visual standards for serving Firefighters
- Have an appropriate level of colour perception
- Have not undergone refractive surgery in the previous 12 months

Hearing standards

Applicants for firefighting who meet the H2 standard should be considered fit for role. Applicants who score lower than H2 may be required to undertake additional functional testing before a decision on fitness can be determined.

Right to work

In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. You will be required to provide evidence of your eligibility to work in the UK at the Interview and Presentation Stage. This evidence can be in the form of a Passport or Birth Certificate along with your National Insurance Card or your most recent P45 or P60. For further information please refer to the website <https://www.gov.uk/prove-right-to-work>.

References

References will be requested for candidates who are successful in this recruitment process and will be taken up before any formal offer of appointment can be confirmed.

You will need to provide a minimum of 2 referees. Your first reference should be from your current employer/teacher/trainer. Your second reference should come from a previous employer/teacher/trainer or someone who has known you in a professional capacity. You may not use relatives as referees.

If you are or have previously been employed by another fire and rescue service, we will seek references from them as part of the pre-employment checks.

If you are currently a DWFRS On-call employee your second reference must be from your Station Manager.



Any periods of more than 30 days in the last 3 years where you have not been in employment, education or training will need to be explained (for example, carer and childcare responsibilities, retirement or travel). If you are/have been self-employed within the last three years we will contact you at the appropriate stage so you can provide evidence, for example copies of Annual Tax Returns, a letter from an Accountant or a client for that period.

Disclosure and Barring Service (DBS Standard) checks

All roles at Dorset & Wiltshire Fire and Rescue Service require a satisfactory Disclosure & Barring Service (DBS) check. A Standard DBS clearance check will be undertaken on successful candidates prior to offer of employment. The Services approach to the recruitment of ex-offenders is set out in our [Policy Statement](#).

A criminal record may not automatically bar you from appointment (it may in some cases). The Service will consider whether the conviction or caution makes you unsuitable for appointment. Failure to declare a conviction or caution may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light and will be taken into consideration on our positive disclosure risk assessment process.

Please note we are unable to accept applications from anyone with unspent conditional cautions or convictions.



Apprenticeship and initial Basic Skills Acquisition Course information

Please follow this link for information about:

- **Apprenticeship and Basic Skills Acquisition Course**

Further Information

Postings

If you are successful and offered a post, as part of your contract you will be required to work throughout the Service area of Dorset and Wiltshire. However, you are able to select a geographical area as a preference, which we will consider when making initial postings, for example:

- In the North of the Service area (Swindon, Stratton, Westlea, Salisbury, Chippenham, Trowbridge, Amesbury)
- In the South of the Service area (Weymouth, Dorchester Poole, Redhill, Westbourne, Springbourne, Christchurch, Salisbury, Amesbury)

Post location will be discussed with the successful candidate at the point of job offer. You will need to remain at your initial posting for a minimum of three years, subject to the needs of the Service.

Assessment throughout the process

Please be aware that candidates' attitudes and behaviours are assessed throughout the process in line with our core values and Code of Ethics framework which can be found [here](#).

Pool

We will be filling a number of vacancies from this process; however, it is also our intention to hold a pool of successful candidates that we can offer positions to as further vacancies arise.

Feedback

Due to the high volume of applications we will be dealing with throughout this process, regrettably, it will not be possible to provide individual feedback to candidates.

Further questions

Please also check out our website if you have any unanswered questions, we also have a Frequently Asked Questions (FAQs) page on our [website](#).

If you still have queries after reading this document and our FAQs you can contact us at wholetimerecruitment@dwfire.org.uk.