

Recruitment Information Pack



**SCOTTISH
FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

RETAINED FIREFIGHTER

CONTRACT STATUS: Permanent
LOCATION: Various
DEPARTMENT: Various

SALARY: £2,224 – £2,964

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 a Disability Confident Employer, our selection processes have been designed to promote equality of opportunity for all. 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 402313 or email SFRS.Campaigns@firescotland.gov.uk.



DIVERSITY CHAMPION



CONTENTS

SCOTTISH FIRE AND RESCUE SERVICE

FIREFIGHTER – RETAINED DUTY SYSTEM

JOB DESCRIPTION

TERMS AND CONDITIONS

THE RECRUITMENT PROCESS

ONLINE APPLICATION

APPLICATION SCREENING

COMPETENCY BASED INTERVIEW

PSYCHOMETRIC ASSESSMENT – ONLINE TESTING

Situational Judgement Test

Calculation Test

ASSESSMENT DAY

Practical Selection Tests

Medical and Fitness Assessment

OFFER & PRE-EMPLOYMENT CHECKS

RDS FIREFIGHTER - YOUR FIRST YEAR

EMPLOYER RELEASE AGREEMENT

GENERAL INFORMATION

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 are required to be aged 18 years or over, have a good level of physical fitness and have the required standard of vision and colour perception. They will be required to be readily available to attend incidents and should therefore live or work **around** 5 – 8 minutes from 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, which are scheduled to take place nationally.

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 DIVERSITY AND INTEGRITY**

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. takes responsibility for own mistakes; respects the need for confidentiality (is trusted to enter others’ homes)
- Proactively challenges unacceptable behaviour inconsistent with Fire and Rescue Service values, stating own and organisation’s position clearly (e.g. when over-hearing a colleague use inappropriate language).

● **OPENNESS TO CHANGE**

Is open to change and actively seeks to support it

- Demonstrates an understanding of the need for change within the Fire and Rescue Service (e.g. explains the reasons for new working practices to colleagues absent from briefings)
- Aware of the impact of changes to the Fire and Rescue Service on their role (e.g. understands changes to working practices)
- Accepts change both within the Fire and Rescue Service and in their own role (e.g. willingly participates in Community Fire Safety activities)
- Identifies ways, both within the Fire and Rescue Service and the local community, of supporting change and takes action where possible (e.g. volunteers to learn 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 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 is 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)
 - Is 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 colleague to check air when using breathing apparatus)
 - Is able to present an approachable and positive image of self and the Fire and Rescue Service to everybody in the community, irrespective of individual differences (e.g. age, ethnicity, gender).

- **EFFECTIVE COMMUNICATION**

- ***Communicates effectively both orally and in writing***

- Communicates verbal messages clearly, concisely and at a level appropriate to the audience so that message is understood regardless of individual differences
 - Is sensitive to the needs of the audience and tailors communication in response to feedback (e.g. able to convey the importance of fire safety without distressing members of the public unnecessarily)
 - Demonstrates that they are listening to others to convey interest (e.g. by nodding and using other appropriate body language, or by asking questions) and maintains awareness for messages
 - Checks understanding to ensure all messages received and sent are understood correctly
 - Is comfortable communicating with both small (e.g. 2 people) and large groups (e.g. up to 30 people)
 - Presents messages (e.g. fire safety information) in a way that promotes understanding (e.g. uses slides, videos and other visual aids appropriately during presentations and fire safety visits; engages with the audience)
 - Able to write clear, basic and appropriate information or messages that are understood by the recipient (e.g. to complete standard Fire and Rescue Service forms and to use the BA operation entry board).

- **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

- Identifies development needs in own knowledge, skills and understanding and takes action to improve (e.g. seeks to identify and learn new methods from colleagues; recognise 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 a large amount of job relevant information delivered both verbally and in writing, as part of initial training course and other development (e.g. operating procedures and standards)
 - Actively encourages and supports others to improve their proficiency (e.g. updates colleagues concerning new information; shares own experiences).
- **PROBLEM SOLVING**
Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way
 - Able to recall and apply correct, relevant job related information and procedures during incidents (e.g. training procedures for ladder erection)
 - Able to adapt and apply standard or existing procedures and practices and personal skills to take account of a changing environment and to minimise risk
 - Generates more than one solution to a problem and evaluates which one is best (e.g. in deciding how best to promote community fire safety)
 - Considers immediate and wider objectives and implications (e.g. health and safety) to plan ahead to complete tasks in most efficient and safe way
 - Prioritises, plans and completes tasks in a logical and systematic manner despite conflicting information (e.g. able to manage own actions during emergency situations)
 - Able to interpret basic numerical information (e.g. in dials, tables, charts) and use basic arithmetical calculations correctly (i.e. addition, subtraction, division and multiplication) to apply task procedures (e.g. able to work out operation times when using BA equipment).
- **SITUATIONAL AWARENESS**
Maintains an active awareness of the environment to promote safe and effective working
 - Constantly checks the environment and takes action to ensure safe working (e.g. looks for threats to safety of self and others)
 - Has awareness of a range of safety related information without becoming unduly focused on any one piece of information
 - Provides timely information to confirm progress and outcomes against objectives (e.g. keeps team informed at incidents of changing circumstances)
 - Able to judge space and distance within three dimensions and time to perform tasks safely and effectively (e.g. able to judge space and distance to erect ladders.)
- **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 levels of personal fitness)
 - Completes work according to correct procedures (e.g. refrains from taking unsafe short-cuts)
 - Completes work as instructed without being checked constantly
 - Is clear about the role of the firefighter and operates within agreed levels of authority, within a disciplined environment (e.g. does not take action outside own level of control without seeking confirmation).

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 around 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 Integrity 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 & 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 and this is detailed below.

Position/Role	Retaining Fee*	Hourly Rate	Disturbance Allow
Retained Firefighter Trainee	£2,224	10.15	3.90

NOTE: A 100% retainer fee is detailed in the table above and this is for a contract of at least 120 hours per week.

The fee payable is dependent on the level of cover provided.

The hourly rates and disturbance allowance specified, apply to all 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

A 100% retainer is a contract of at least 120 hours per week and a 75% retainer is a contract of at least 90 hours per week.

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) during the Interview stage 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. Annual leave will be pro rata depending on the level of cover provided.

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.

An overview of key stages is provided below, and clear instruction and guidance will be provided at each stage of the process within the content of invite e-mails.

Please ensure you take time to read all information provided in communications thoroughly.

ONLINE APPLICATIONS

The application form will ask you to provide your personal details, availability, 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.

COMPETENCY BASED INTERVIEW

Competency based interviews will be held in local areas and will 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” or “S.T.A.R technique”

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 complete the following online psychometric test;

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, you can click on the following link, where you will be able to practice different types of tests; [Practice Tests](#). Alternatively you can do a Google search.

ASSESSMENT DAY

The assessment day will allow you to complete several parts of the recruitment process on the one day and in the same location. It may consist of a fitness test, practical assessments and a medical assessment.

You should read the detail within your assessment day invite e-mail carefully to determine the instruction for the day.

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



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 fitness test and a medical examination. In some cases, we may need to seek further information from your GP.

FITNESS ASSESSMENT

We use the Multi-Stage Shuttle Test / Bleep Test to assess your aerobic fitness, where you will do 20 metre shuttle runs in time with the bleeps. You are expected to achieve level 8.8 which equates to a VO2 max of 42 mlSO₂/kg/min and is the standard required for entry to the SFRS.

You can search Google for further information on the “Multi-Stage Shuttle Test/ Bleep Test”, including videos which demonstrate how the test will run.

MEDICAL

You will be asked to complete medical questionnaires 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 not 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.

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.

Referees will not be contacted unless a formal Offer of Employment is made.

→ **Criminal Record Check**

In accordance with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (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

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

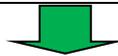
Attend 2 week Residential Initial Training at SFRS College

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.



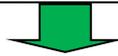
CORE SKILLS CONSOLIDATION

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.

In the event that you wish to receive feedback, please contact your local Station Manager to request this. We would advise that the Service is not required to provide feedback to external applicants, however where possible we will endeavor to offer support and guidance for future applications.

Good luck with your application!