

Guidance notes on completing the application form



When applying for a role at London Fire Brigade, please read the application form carefully to ensure you are clear about what is being asked. It is important that you complete all sections fully to enable us to process your application.

Personal details

It is a requirement under the Asylum and Immigration Act (1996) that we do not employ someone who does not have the right to work in the UK. If you are successful in being offered this post, it will be conditional on you providing evidence of eligibility to work in the UK.

This job is unlikely to attract a Tier 2 certificate of sponsorship (formerly a work permit). Applications from candidates who require Tier 2 immigration status to work in the UK may not be considered if there are a sufficient number of other suitable candidates. To apply for a Tier 2 certificate of sponsorship, employers need to demonstrate that they are unable to recruit a resident worker before recruiting an overseas worker. Please see UKBA website for further information www.ukba.homeoffice.gov.uk/workingintheuk/

References

All offers of appointment are made subject to receipt of satisfactory references. Please provide references to cover the past three years of employment and/or education. As a front line service the Authority depends on regular attendance of all its employees. When reviewing references information concerning your sickness record is taken into account.

Relevant experience, skills and knowledge

Every post advertised by the Authority is supported by a job description and selection criteria. Please ensure that you have downloaded this from our website www.london-fire.gov.uk.

The job description outlines the main duties and responsibilities of the post and the selection criteria lists the essential skills, abilities, knowledge and experience, or the competencies, required. These criteria are used to decide whether or not you are shortlisted.

Tell us how your skills and experience match the selection criteria for the role. You should give examples of a time when you have demonstrated each highlighted criteria. You may find it helpful to use headings and address each of the relevant criteria separately. Please note that you only need to address the selection criteria highlighted in bold.

Job Share

Unless otherwise stated in the advertisement, all Authority jobs are open to job sharing. If you are interested in job share you should indicate this on the application form.

Applicants with a disability

The Authority is committed to improving employment opportunities for people with a disability and operates within the positive about disabled people, two ticks symbol.

The Authority has agreed to make five commitments regarding the employment, retention, training and career development of disabled employees. These are:

- To interview all candidates with a disability who meet the minimum criteria for a vacancy and judge them on their ability
- To make sure there is a system in place to discuss at any time, at least once a year with the employee what can be done to ensure they are developing and using their abilities
- To ensure if an employee becomes disabled that they stay in employment
- To ensure that all employees are aware of the level of disability awareness needed to make the commitments work
- To annually review the five commitments and what has been achieved, plan ways to improve on them and let employees and the employment service know about progress and future plans.

If you have difficulty in reading the application form and would like help with this or require documents in a different format, please contact us:

Telephone: 020 8555 1200

Email enquiries to: Recruitment@london-fire.gov.uk

