



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE



Wholetime Firefighter

Candidate Application Process
Additional Information

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Candidate Application Form

The first stage of the process is an online application form which includes your personal details and a number of questions to assess your eligibility to apply. Applications must be completed accurately and honestly, and you are encouraged to read all instructions carefully to ensure you fully understand what you are being asked to do. If you fail to complete a section or complete it incorrectly, your application will not be progressed.

Any false, misleading, or inaccurate information in connection with your application may result in you being withdrawn from the process, the withdrawal of any offer of employment that may be made, or formal disciplinary action if you have already been appointed.

Step 1 – Profile Builder

You will be asked to provide your personal details such as:

- ✓ First name
- ✓ Last name
- ✓ Pronouns
- ✓ Contact phone number
- ✓ Address

You will also be required to provide details of your employment history. We ask for a minimum of three years career history (where possible). You will also be asked to provide details of your education history.

Step 2 – Questionnaire - Pre-Application Checklists 1 & 2

You will be asked to complete a self-selection checklist, which presents you with information about the demands and challenges you may face as a firefighter and statements about your eligibility to apply. You will be asked to select yes or no to the statements made. The information in checklist 2 will also help us to identify any additional support you may need.

Step 3 – Questionnaire – Eligibility checks

The questions on this page will ask you to confirm that you meet the minimum eligibility criteria to apply for this role.

Confirmation of right to work in the UK without restrictions

Anyone applying for a role with our Service must demonstrate that they are eligible to live and work in the UK without restrictions. Documented evidence of your eligibility will be requested as part of the selection process, and this will be checked and verified before any offer is made.

Full information on the types of documentary evidence that will be accepted, can be found here: gov.uk/government/publications/right-to-work-checklist

Operational fire service role

Successful applicants will be expected to complete the firefighter apprenticeship scheme. Therefore, unfortunately, we are unable to accept applications from current, or recent, external, operational, fire service personnel as they will not meet the apprenticeship funding criteria.

Age

In order to be employed as a wholetime firefighter, you must be a minimum

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age of 18 years old on your first day of employment with the Service (2nd January 2026).

Driving Licence

You must possess a driving licence at the time of application to this role. A provisional driving licence does not count. If you are learning to drive and have a test booked, you must have had this test (and passed the test) before you apply to this role.

Swimming

It is a requirement of the wholetime firefighter role to be able to swim.

English and Maths Qualifications

You must have GCSE (or equivalent) qualifications in Maths and English at grade C (grade 4) or above. We require you to provide evidence of these qualifications in the application form. You are able to upload a copy of a certificate or letter, or a scanned image of this evidence. Hard copies will be asked to be seen at the interview stage of the process.

Step 4 – Questionnaire – Declarations

The service is interested to know if you are currently a manager (or aspire to be a manager in the future), hold a graduate level (or above) qualification, or are a member of the Armed Forces Community. Your answers to these questions do not form part of the eligibility criteria to apply, but help us better understand the background and motivations of our applicants.

Reasonable Adjustments

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment. Please indicate whether you consider yourself to have a disability that you wish us to know about at this stage. If you

require any reasonable adjustments that you feel need to be considered to assist you with the recruitment process, for example, dyslexia, please indicate here. Further information regarding reasonable adjustments can be found on our [website](#).

Disciplinary, Capability, Investigation Questions

Should you be successful through this process, the Service will complete pre-employment checks. Part of these checks will be employment references, and also reviewing whether you have been or are currently in a disciplinary, capability or investigation process.

Declaration of Offences

This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore you are required to declare:

- All **unspent** cautions and convictions
- All adult cautions and spent convictions **that are not protected** (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2023).

Please include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences. Convictions or cautions will not necessarily preclude you from appointment, it will depend on their nature, and the circumstances of the offence.

Guidance on the filtering of convictions can be found here: gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates.

Any information given will be treated as confidential. The information disclosed in this form will not be accessible with your application form during the recruitment process.

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Application Declaration

You will be asked to declare that all statements made in this application are true to the best of your knowledge and belief and that no relevant information has been withheld.

Step 5 - Equality Monitoring Information

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. This information will help us to ensure that our recruitment process is fair by allowing us to identify and eliminate discrimination. It will also help us to assess the success of our recruitment process by monitoring all job applications. We would therefore be grateful if you would complete the questions on this form.

All information will be treated in confidence and will not be seen by staff directly involved in appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Online Assessments

The online assessments will be in two separate stages.

Stage 1 – Values Questionnaire

The Values Questionnaire is a 60-question survey evaluating your alignment with the Core Code of Ethics and the key values of the Fire and Rescue Service sector. This

is a timed exercise, and we recommend setting aside 1 hour for this stage.

Candidates will receive an email on **Monday 11th August** inviting them to log into the Candidate Portal and access the Values Questionnaire. The email will include the deadline for completion, the briefing information, confirmation of time limit, and your unique login username (Candidate ID) and password. Accessibility features are available on the Candidate Portal for all candidates. The Values Questionnaire must be completed by **19th August**.

We will contact all applicants by **21st August**, via email, advising them if they were successful or not and what the next stage is for them.

Stage 2 – Community Based Simulation

This exercise is a realistic job simulation scenario for candidates to evaluate information, consider solutions, explain recommendations and demonstrate essential behaviours. This is a timed exercise, and we recommend setting aside 1 hour for this stage.

This stage will open on 21st August, and candidates will log into their Candidate Portal, in the same way as stage 1, to access the exercise and all the instructions they require to complete it, and confirmation of time limit. They will submit their responses via video for evaluation by assessors. You will need a camera on your computer, tablet or mobile device that enables video recording. The Community exercise must be completed by 27th August.

We will contact all applicants via email by 12th September, advising them if they were successful in stage 2.



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