



Application form:
Cardiff Airport Firefighter

The application form is to be completed clearly and in applicant's own handwriting.

If you are unable to complete the form in your own handwriting, please email Human Resources at HR@cwl.aero



Overview of the Airport Firefighter application form

The Airport Firefighter Application Form is made up of the following sections:

- Section 1 – Pre-Application Checklist 1 & 2
- Section 2 – Personal Details, References and Equal Opportunities monitoring
- Section 3 – Assessment of Personal Qualities and Attributes
- Section 4 – Additional Information and Signed Declaration

Please Note:

Section 1 & 2 will be removed from the selection process. It is for monitoring purposes only by Human Resources.

In order for your application to proceed you must ensure that each section is completed.

Please remember

Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to the next stage will be based on the information you provide on this form. Failure to provide accurate and complete information may result in your application being rejected.

Complete the form as neatly as possible.

If after reading through the recruitment material you have any remaining questions please feel free to contact Human Resources on **01446 712683** or Email **HR@cwl.aero**



Section one

Thank you for expressing an interest in applying to Cardiff International Airport Fire and Rescue Service.

Making an application will require quite a lot of time and effort from you. Before starting the application please complete the two pre-application checklists. These will help you decide whether you are likely to enjoy working as an Airport Firefighter and whether you are eligible to apply.

Pre-application checklist 1

Being an Airport Firefighter is challenging and can involve a number of situations not commonly found in other jobs. Before completing this application form, take a moment to answer these questions.

Are you prepared to:

Work at height?	Yes	No
Work in enclosed spaces?	Yes	No
Work outdoors?	Yes	No
Get wet during your work?	Yes	No
Get hot/cold whilst working?	Yes	No
Carry heavy equipment?	Yes	No
Work unsociable hours?	Yes	No
Work in situations where you see blood, seriously injured, or dead people?	Yes	No
Deal sensitively with people in difficult situations?	Yes	No
Carry out tasks other than fire fighting?	Yes	No
Talk to people and deal with the public?	Yes	No

If you have ticked **No** for any of the questions, we strongly suggest you think seriously about whether being a Firefighter is right for you. Should you wish to continue with your application, move onto **Pre-Application Checklist 2**



Pre-application checklist 2

Before completing this application form take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of these questions.

Are you over 18 years of age? (see note 1)	Yes	No
Do you require a work permit in order to take up permanent work in the UK? (see note 2)	Yes	No
Do you have any kind of colour blindness? (see note 3)	Yes	No
Do you have good unaided hearing? (see note 3)	Yes	No
Do you have any disability that reduces your ability to grip, hold or lift objects, or to lift or lower yourself? (see note 3)	Yes	No
Are you dyslexic? (see note 3)	Yes	No
Have you ever suffered from dizziness, fainting, blackouts or fits? (see note 4)	Yes	No
Have you ever been convicted of a criminal offence? Do you have any unspent convictions? (as defined under the Rehabilitation of Offenders Act, 1974) (see note 5)	Yes	No
Have you made any other applications to be a firefighter?	Yes	No
Do you commit to practice and actively promote Cardiff Airport goals and core values?	Yes	No

If your response to any of the questions above has raised concern for you and the notes have not helped, we strongly suggest that you contact Human Resources on **01446 712683** before completing the application. Should you wish to proceed do bear in mind that the information you provide will be checked and, as such, contribute to our decision as to whether to take your application further.

Notes

Note 1: It is a requirement to be aged 18 years or over at commencement of training.

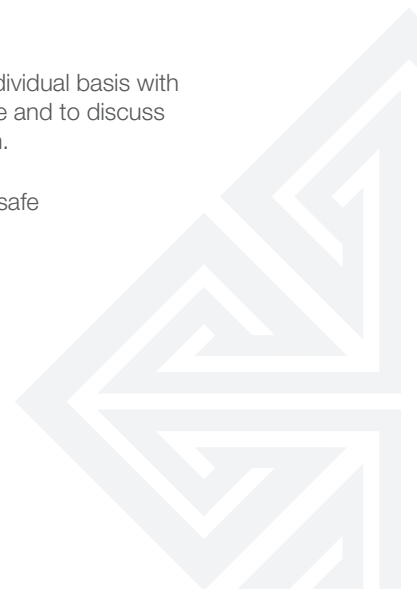
Note 2: The employer has a legal obligation to ensure you are entitled to work in the UK

Note 3: Under the Equality Act 2010 Cardiff Airport are now required to assess each applicant on an individual basis with regard to their suitability to perform the role of a Firefighter. Contact Human resources for advice and to discuss any reasonable adjustments that could be made to enable you to proceed with your application.

Note 4: Health & Safety legislation places the obligation on Cardiff Airport to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire & Rescue Service "others" includes colleagues and members of the public).

Note 5: Under the Rehabilitation of Offenders Act 1974 you are obliged to declare any unspent convictions or criminal proceedings pending as these may bar you from working as a Firefighter at the Airport.

Once you have completed the pre-application checks you are ready to complete the rest of the application form.



Equal opportunities monitoring information form

Cardiff International Airport is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

Please circle answer below that applies to you

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Asian Asian British Bangladeshi Chinese Indian Pakistani

Other Asian background (specify if you wish):

White

British English Gypsy or Irish Traveller Irish Scottish Welsh

Other White background (specify if you wish):

Black, Black British, Black English, Black Scottish, or Black Welsh

African Caribbean

Other Black background (specify if you wish):

Mixed

White and Asian White and Black African White and Black Caribbean White and Chinese

Other Mixed background (specify if you wish):

Other ethnic groups

Arab Other ethnic group (specify if you wish):

Your gender

Male Female Transgender Gender neutral Prefer not to say

Your sexual orientation

Bisexual Gay man Gay woman/lesbian Heterosexual/straight Prefer not to say

Other (specify if you wish):

Your religion or belief

No religion Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say

Other (specify if you wish):

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and longterm adverse affect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

Yes. Please specify: Prefer not to say

Marriage and civil partnership

Single Married/in a registered same-sex civil partnership Separated

Separated, but still legally married/Separated, but in a registered same-sex civil partnership

Divorced/Formerly in a same-sex civil partnership which is now legally dissolved

Widowed/Surviving partner from a same-sex civil partnership Prefer not to say



Section two: personal details

First name: Last name:

Address:

.....

.....

Post code: Home Tel: Mobile Tel:

Email address: Date of birth:

If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

YES NO

If you have answered "Yes" above, you must produce your passport which shows your stay in the UK is free of restrictions on offer of employment

.....

If you have any special requirements / disabilities (e.g. dyslexia), please delete as appropriate so that we can contact you to make sure we have made appropriate arrangements for you during the selection process

YES NO

Declaration of Offences

You are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974. Include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences.

Are you currently subject to any criminal conviction, which is not yet spent under the Rehabilitation of Offenders Act 1974?

YES NO

Offence: Date of conviction:

Judgement and sentence:

Give details of any charges pending:

.....

.....

.....



References:

Please provide the name and contact details of at least one person who can confirm what you have stated in Section 2 (preferably two). Your nominated referees could be teachers, community workers or employers, but if you are in work or have been employed, one of your nominated referees should be your current or most recent employer. You may not use relatives as referees.

If you are unable to provide referees please contact Human Resources at **HR@cwl.aero**

Reference 1

Name:

Telephone number:

Address:

.....

.....

Relationship to applicant:

Reference 2

Name:

Telephone number:

Address:

.....

.....

Relationship to applicant:

Are you happy for these references to be contacted? (see note 1) Yes No

If you circled no please provide further details:

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Note 1: References will not be taken until after the Interview process



Section three

Assessment of personal qualities and attributes

Guidance notes for completion

In this section, we ask you to tell us about your skills and experience in relation to the various Personal Qualities and Attributes (PQA's) that are required as a Firefighter. You may draw on any of your experiences to answer the questions from home life, leisure activities, work (paid or unpaid) voluntary work or education.

Please remember the following general points when completing this section:

- It is important that you answer every question.
- Write your answers neatly and legibly.

Each question asks you to describe a specific situation about which you have had experience. For each of the 6 questions you should write a short paragraph (**maximum of 150 words**) that best describes your experience in relation to the activities mentioned.

- Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
- Use a specific example for each question where you have demonstrated the activity more than once.
- For each question describe what you did, why you did it and what happened as a result.
- Please use fairly recent examples of what you have done.
- It is a good idea to write out your answers in rough before you copy the final version on to this application form.
- Your answers must describe what you have done. If you provide false information your application will be rejected.

EXAMPLE QUESTION

Building working relationships and working as a supportive team member

Please describe a situation where you have had to work closely with others as part of a team:

What you did:

When I worked in a fast food restaurant I noticed that a new member of the team was having difficulty coping with the fast pace of work. I asked the person how I could help and he said that he did not know how to replenish the stock. I showed him how to do this and gave him encouragement. I also realised that new starters were not getting enough information so talked to my manager about providing more information to new people joining the team.

Why:

The new team member was struggling and looked uncomfortable. His tasks also affected other people's work and so the team's performance.

What happened as a result:

By helping and encouraging him, his performance improved, he felt happier about his job, and the team worked well together? The next time a person joined the team they knew more about how to do their job and so were better able to cope.



For each of the 6 questions below, give a short example (maximum 150 words) of an activity you have done within the last 3 years that best illustrates your experience in this area. You may draw on your experiences at work, at home, or in your leisure time.

1. Working with people of different ages, backgrounds or gender

Please describe a situation where you have worked with people who are different from you in terms of age, backgrounds or gender:

What you did:

Why:

What happened as a result:



2. Building working relationships and working as a supportive team member

Please describe a situation where you have had to work closely with others as part of a team:

What you did:

Why:

What happened as a result:



3. Taking steps to improve my skills and learn new things

Please describe a situation where you have taken steps to improve your skills and/or learn new things:

What you did:

Why:

What happened as a result:



4. Staying calm, confident and in control during difficult or stressful situations

Please describe a situation where you have had to remain calm and controlled in a stressful situation:

What you did:

Why:

What happened as a result:



5. Completing an activity on my own according to guidelines

Please describe a situation where you have had to work on your own in accordance with guidelines:

What you did:

Why:

What happened as a result:



6. Being open to change and actively supporting it

Please describe a situation where you have had to change the way you do something following a change imposed by someone in authority:

What you did:

Why:

What happened as a result:



Section four: additional information

Why do you think you are suitable to be a Firefighter?

Please outline the reasons why you think you are suitable to be a Firefighter, following the prompt questions. It is a good idea to write your answer out in rough while you decide what you want to write and then copy it out neatly into the box below.

Why would you be good in the role of a Firefighter?:

What skills or experience do you have that you believe are relevant to the role of a Firefighter?:

What have you done to find out what Firefighters do?:



Community knowledge/awareness:

We would like to know if you have any knowledge or awareness relating to the community in which you live and work. Please respond to the questions below.

1. Do you have a language ability (apart from English) which will assist the fire service in reaching communities for whom English is a second language, e.g. Welsh, Urdu, Spanish, Punjabi, Hindi, Bengali, German, Yoruba, Somali, Chinese, Gujarati, French, British Sign Language etc.?

YES NO (please circle)

If YES, please state below which language(s) and your ability:

.....
.....

2. Have you engaged in any voluntary / community work?

YES NO (please circle)

If YES, please describe below exactly what work you have done and how often in the last three years:

.....
.....
.....

Frequency of voluntary/community work in last three years

.....

I confirm that I have completed this application form and that to the best of my knowledge the information I have provided in it is true and correct. I agree to the information in this form being stored for the purposes of my application and for reasonable research into the application process, in accordance with the Data Protection Act.

Signed: Date:

Please note: Approaching any employee of Cardiff International Airport directly or indirectly to promote this application or providing false/misleading information in this form shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.

Once completed this application should be emailed in either pdf or jpeg format to HR@cwl.aero



cardiff airport 
maes awyr caerdydd

cardiff-airport.com

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