



West Yorkshire
Fire & Rescue Service

Recruitment and Selection Policy and Procedure HRPOL067

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Appendix 1 – Flow Chart outlining the Process for Recruiting to Green/Grey Book Roles

1 Introduction

West Yorkshire Fire and Rescue Service (WYFRS) recognises the value of employing people with a range of skills, knowledge and experience from different cultures and backgrounds. This procedure sets out the requirements that must be followed to ensure that the Service recruits the best people possible whilst ensuring that applications are encouraged from all sections of the community.

1.1 Purpose

This procedure serves the following purposes:

- To set out good practice in recruitment, taking account of relevant legislation and WYFRS policies and procedures, particularly those regarding equality of opportunity.
- To attract and retain a highly skilled and motivated workforce, sensitive to the needs of the community and the Authority.
- To ensure that all appointments are made on merit.
- Ensuring that no job applicant or employee receives less favourable treatment on the grounds of gender, age, marital status, pregnancy or maternity, responsibility for dependants, religion or belief, race or ethnic origins, sexual orientation, disability, trade union membership or is disadvantaged by conditions which cannot be shown to be justified.
- To provide clarity about the key stages of the process to all those who have responsibility for recruitment and selection – line managers, and Human Resources team; and
- To clarify the roles and responsibilities of all those involved in the recruitment and selection process.

This policy aims to achieve a fair and consistent approach that eliminates discrimination and meets WYFRS's commitment to Equality and Diversity. The provisions of this policy comply with the current legal framework relating to recruitment and selection. It will be reviewed, updated and communicated as necessary when changes in legislation apply.

1.2 Scope

1. This policy and procedure is applicable to all staff recruitment (other than Directors / Principal Officers which are Authority appointments) irrespective of staff group or nature of employment. In order for the policy and procedures to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and adheres to it.
2. It covers the entire process of recruitment and selection – from a vacancy arising through to defining the requirements of the job and the person, attracting applicants, selection of the successful applicant and making the job offer.

It will be the responsibility of the Corporate HR Manager to formally review this policy and procedure after one year. Thereafter, it should be reviewed every three years although reviews at other times may be necessary in the light of changes to legislation and policy.

1.3 Equality

WYFRS recruitment and selection processes must operate in accordance with legislation and WYFRS's Dignity and Respect Policy. The basic aspects to this are:

- Unfair barriers to applicants must be eliminated, such as conditions or requirements that cannot be shown to be justified: and

- All job applicants must be assessed fairly in accordance with the Equality Act 2010. This means that there must be no discrimination on the grounds of the following protected characteristics: age, gender, race, religion or religious or philosophical belief, gender reassignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement.

1.4 Disabled Applicants

The Equality Act 2010 protects disabled people from discrimination in employment for a reason associated with their disability. This places a duty on employers to make 'reasonable adjustments' to prevent disabled job applicants and employees being placed at a substantial disadvantage in relation to other people. This is in relation to recruitment and selection procedures, the physical environment and any other aspect of employment, including training, career development and retention.

WYFRS has signed up to 'The Disability Confident scheme'. This aims to help organisations successfully employ and retain disabled people and those with health conditions. Being Disability Confident is a unique opportunity to lead the way in our community. As a Disability Confident Employer this means we provide paid employment and work experience to persons with disabilities, we mentor and have staff networks set-up for support, guide staff to information and advice on mental health, and provide an occupational health team for staff.

At the application shortlisting stage, candidates who have declared a disability and who also meet all of the essential criteria will be progressed to the next stage of the recruitment process.

All applicants for Green Book/support staff and Grey Book Control roles, will be supported through reasonable adjustments. However, an essential criteria throughout the recruitment process for the Firefighter role is to achieve and maintain the required fitness levels to meet operational requirements, therefore the role may not be suitable for some physically disabled individuals. At the first stage of application the personal qualities and attributes listed as essential will be tested. Those who meet the threshold/benchmark will be progressed to the next stage of the recruitment process.

1.5 Positive Action

WYFRS has a Positive Action strategy aimed at attracting candidates (for recruitment purposes) from groups that are underrepresented in the workplace including:

- Women in operational roles;
- Black, Asian and Minority Ethnic (BME) across the Service;

WYFRS may undertake various initiatives in order to raise the profile of the Service as a viable career option for the target groups. The initiatives include:

- Community outreach activities such as attendance at identified community events, colleges and centres;
- Targeted use of local media and social media;
- Holding positive action events specifically aimed at identified groups.

Section 159 of the Equality Act 2010 allows employers the option when faced with two or more candidates who are 'as qualified' as each other, to choose a candidate from a group that is underrepresented in the workplace.

However, this 'tie-break' situation will only be applied when two candidates have the same score at final interview stage. If this stage involves another selection method to create an aggregate score for assessment purposes, such as a written test, then 'as qualified' will include the total interview and test score.

1.6 Job Sharing

All jobs should be considered for possible job-sharing unless operational requirements dictate that sharing the job would be impractical. It is expected that there should be very few jobs in WYFRS where job sharing is not possible. Job adverts should specify whether the job is suitable for job share.

If a vacancy is advertised as suitable for job share, and an applicant applies on that basis, then they should be treated as any other applicant throughout the process. If they are shortlisted, interviewed and found to be the strongest candidate, then they should be offered the position on a job share basis. If there are no other candidates who have applied on a job share basis suitable for appointment then the remaining hours will have to be re-advertised.

If a job-sharer leaves, then his/her job-share partner should be offered the opportunity to take the position full-time. If he/she declines to work full time then the vacant part of the post should be advertised as a job-share. If WYFRS are unable to appoint on a job-share basis, there may be a need to require the job-sharer to increase their hours to full-time or if practical move the job-sharer to an alternative suitable post within the Service.

1.7 Monitoring

Monitoring is required by law to evaluate whether WYFRS is meeting its equality objectives and is also a useful tool for improving the efficiency and effectiveness of the recruitment process. The information gathered will be used to highlight possible inequalities, investigate the underlying causes and remove any unfairness or disadvantage. It also provides important information on the success or otherwise of the recruitment process.

Comprehensive monitoring of the workforce and job applicants is carried out with any information they choose to disclose about their ethnic origin, age, gender, disability, sexual orientation and religion or belief. The information applicants provide on their diversity monitoring form is not made available to the interview or shortlisting panels.

2 The Recruitment Process and Procedures

This section sets out the key decisions and approaches to recruiting and selecting staff. Managers must adhere to these. Where relevant, decisions and approaches must be agreed with local HR teams, including appropriate vacancy approval.

2.1 Evaluating the vacancy

Managers need to think about the job that has become vacant. Before starting any process to fill any vacant post managers should carefully consider and make sure it is still required to meet organisational needs.

2.2 Authorisation to advertise a vacancy

Prior to any vacancy being advertised the recruiting manager must seek the necessary level of authorisation. Form HRFRM250 'Authorisation to Recruit Form' must be completed, signed by both the recruiting manager and HR Business Partner and then the relevant authorisation sought at the appropriate level. All external vacancies must be approved by a Director and any new permanent establishment posts by HR Committee. HR will not advertise any vacancy without the relevant authorisation and an up to date Job Description and Person Specification.

The policy will be implemented through the procedural arrangements set out in the attached flow chart (Appendix 1). The HR Team will manage the process of filling a vacancy in conjunction with the recruiting manager.

2.3 Job Evaluation (Green Book posts only)

Most jobs change in an evolutionary way and it is expected that minor changes in the duties of a job will take place over time without altering the general character of the job or the level of responsibility entailed. Such changes would not normally be expected to affect the grade of the job and therefore jobs will not routinely be job evaluated when they become vacant.

Significant changes to the job resulting in increased or decreased duties and/or responsibility may lead to the job being re-evaluated. For further information about this please contact the HR Team.

All new posts will need to be job-evaluated prior to completion of the Authorisation to Recruit Form in accordance with the Job Evaluation Procedure ([HRPOL006](#))

2.4 Market Supplements

WYFRS is committed to the principles of equal pay for work of equal value. However, there may be exceptional situations in which the usual pay grade for a role is insufficient to attract applicants or retain existing employees. In these cases it may be necessary to consider applying a market supplement on top of the grade salary to ensure that posts can be filled, and that employees remain in post for a reasonable period.

Where there is evidence to support the case for a market supplement, the evidence will provide the material reason for a higher pay level than for other jobs in the same grade. In such circumstances, a clear business case would need to be provided, supported by objective market data. Such payments will be considered on a case by case basis and only be agreed in exceptional circumstances.

2.5 Job Description

The job description sets out the overall purpose of the job and the main tasks to be carried out. It is the basis of the recruitment process, from which the person specification, the advertisement and the selection

procedure will all be derived. The job description should be brief, clear and factual, avoiding unnecessary tasks or overstated responsibilities. The job description should be written in a way that lists what the job is for and what results the person doing it should produce. It should be remembered who the audience is and avoid abbreviations or jargon which, although may be understood by internal applicants, may exclude external applicants. Operational managers can refer to role-maps and national occupational standards when developing a job description.

All job descriptions must be created using the current template available from Human Resources' Firespace pages.

2.6 Person Specification

Where necessary, each element of the job description should be reviewed in order to assess what type of skills, knowledge, experience and qualifications are required to enable the individual to perform all elements of the job.

Requirements should be divided into those that are essential and those that are simply desirable. Essential requirements are those that the successful applicant must possess in order to carry out the job effectively, while the desirable requirements are those that would enhance job performance or can be used to identify potential.

To avoid indirect discrimination, it should be ensured that the requirements for the job are not set higher than those actually required to undertake the job, as this would not be justifiable.

All Person Specifications must be created using the current template available from Human Resources' Firespace pages.

Further guidance on how to write Job Descriptions and Person Specifications is available in the separate Recruitment and Selection Guidance document ([HRNFG067](#))

2.7 Options for filling the vacancy

2.7.1 Redeployment

Redeployment must always be considered before looking at other options for filling the vacancy. This is in line with legal and statutory obligations we have to members of staff who are displaced from their substantive posts following restructures and reorganisations. Also those employees must be considered who are no longer able to carry out the duties of their substantive posts due to ill-health or disability either on a temporary or permanent basis. HR should be consulted about the potential to employ someone on the redeployment register.

2.7.2 Maternity/Adoption

Those returning from Maternity or Adoption leave have the right to return to work in the job in which they were employed under their original contract of employment, or to a suitable alternative vacancy if this is not reasonably practicable. This should be considered when deciding on how to cover a post that becomes vacant because of maternity or adoption leave.

2.7.3 Resignation of a Job Share Partner

If one partner in the job share arrangement leaves, the vacancy should be offered to the remaining partner prior to advertising.

2.7.4 Internal Transfers

Any Grey Book employees who wish to transfer within the Service should follow the Transfer Policy [HRPOL059](#)

For Green Book employees, when a situation arises where an identical post to one held by existing members of staff becomes vacant (identical job description and pay grade), but in a different location, the existing employees already carrying out that role should be given the opportunity to request a transfer. This should happen prior to the post being advertised and will be managed by the HR Department.

Where more than one employee expresses an interest in a transfer, a fair competitive process will have to be applied to determine which employee should transfer.

This situation could then potentially lead to a vacancy arising in a different location. This vacancy could then result in another transfer or the post being advertised following the agreed processes.

2.7.5 Previous Short Lists

If a same or similar job in the work area at the same grade was filled in the last six months (twelve in exceptional circumstances) and there was more than one appointable applicant it is permissible to offer the job to the next ranked applicant from that recruitment process.

2.7.6 Secondments/Acting Up/Temporary Appointments

Where a vacancy is time limited eg. Due to maternity leave, long term absence, funding limits or project length, the acting up or secondment of existing staff may be a more effective way of filling the job. When deciding if such an arrangement is suitable the following should be considered.

- Could the job be used for employee development by opening it up as a secondment or acting-up opportunity?
- Or as a positive action development secondment?
- Will there be a big enough pool of suitable internal applicants?

Whichever option is being considered these should be agreed with HR and posts filled in accordance with the provisions of this procedure and conditions of service.

2.7.7 Other Exceptional Options

In exceptional circumstances the need to recruit can also be met by:

- Recruiting through an employment agency (HR must be consulted prior to recruiting through an agency as WYFRS hold a list of preferred agencies)
- Moving a temporary worker onto a permanent contract (please refer to the Policy on Managing Fixed-term contracts)
<http://wyfirespace/teams/humanresources/Policies/HRPOL034.docx>

2.8 Advertising

The main aim of recruitment advertising is to attract a sufficient pool of applicants who possess the skills, knowledge, qualifications and experience required for the job. It is also important to project a professional and attractive image of WYFRS that complies with corporate branding.

Adverts will be written by the line manager with support from the HR Team. The decision about whether a post (green book only) will be advertised internally or externally will lie with the recruiting manager and the relevant HR Business Partner.

Further guidance on how to prepare an advertisement is available in the Recruitment and Selection Guidance Document ([HRNFG067](#))

2.9 Recruitment

2.9.1 Convening a recruitment panel

The Role of the Panel will be:

- To assess applicants
- Select the appointable applicant
- Give feedback to applicants if requested

2.9.2 Training

Panel members should ideally have undertaken the WYFRS Recruitment and Selection Training; where this is not possible, at least one member must have been trained.

2.9.3 Membership of the panel

The Chair of the panel is a responsible person appointed to co-ordinate the process and ensure it is carried out fairly. Usually this will be the line manager of the post being filled.

The choice and number of panel members should be considered in relation to the vacancy and each member should add value to the process. The panel should consist of appropriate individuals who have an interest in the appointment and are able to make the decision on selection.

Panels must have at least two members. When deciding on Panel members, consideration should be given to having a panel which wherever possible reflects the diversity of the Authority's workforce. Large panels should be avoided and any observers on panels should play no part in the decision making process.

For posts at Grade 10 and above, one member of the panel must be a member of the HR Team

Guidance on the Panel membership for each level of post for green book roles is provided in the Recruitment and Selection Guidance Document ([HRNFG067](#))

2.9.4 Declaring an Interest

Panel members must declare an interest and / or withdraw from the process if a family member or close friend applies.

They should also do this if they feel there is a conflict of interest due to prior involvement which could be seen to affect their objectivity eg. Handling disciplinary or grievance matters, and HR advice should be sought if there is any doubt.

2.10 Shortlisting

Shortlisting should take place as soon as possible after the closing date of the advert. Shortlisting will be undertaken via the Service's e-recruitment system and HR will advise the process for this.

WYFRS has a guaranteed progression to the next stage of the process for disabled applicants if they meet the essential criteria for the job.

Shortlisting must be carried out by the members of the selection panel (a minimum of two people) this may be undertaken jointly or separately and then agreement reached.

When shortlisting the panel will not have access to a candidate's personal information (eg. name, address etc.) or their equality information (eg. gender, age, ethnicity). Shortlisting decisions will be made entirely on the information provided by a candidate regarding their ability to undertake the role. This will ensure that no discrimination can take place.

The panel should first identify which essential requirements on the person specification will be assessed at this stage. Each application will be read by the members of the panel, and using a scoring matrix, which will be available from the HR Team, each candidate is given a score. The top scoring applicants will go through to the next stage of the recruitment process. (Note: there is no set number of application forms to shortlist, it depends on how many vacancies are to be filled, the standard of the applicants, and any time constraints. Further clarification can be obtained from the HR Team).

2.11 Arrangement for Interview/Selection Processes

Once the shortlisting process is complete, the recruiting manager will notify HR of their selection and request that HR contact the candidates stating if they have been successful or unsuccessful to the next stage of the process. Shortlisted candidates should be notified of :

- Date, time and place of their interview/selection process.
- A request that they contact the author of the letter/message to confirm their attendance and to indicate if they have any special requirements in relation to the interview (related to access to the venue or any other special need related to a disability).
- If appropriate, details of any test or presentations to be undertaken and anything they should bring with them (e.g. examples of work or proof of qualifications that are essential to the post).

If a shortlisted candidate is unable to make the appointment date and time given, an alternative appointment may be offered where possible.

Unsuccessful candidates at this stage will receive a standard communication thanking them for their application and informing them that their application will not be progressed.

2.12 Selection

The aim of the final selection process is to measure the qualities, experience and abilities of all the short-listed candidates against the person specification and to make a choice on that basis alone.

The process should be undertaken on the basic assumption that all the short-listed candidates have the potential to do the job.

Managers should consider using a combination of selection methods in addition to the traditional face to face panel interview to improve the effectiveness of the selection process. For example this may include:-

- Ability Tests, e.g. basic numeracy/literacy skills, word processing etc.
- Presentations
- Work samples
- Role play
- In-tray exercises
- Assessment Centres

The final selection process must be an objective measure of the candidates' qualities against the essential and desirable criteria in the person specification. It must deal with all the candidates equally and must deal only with their ability to carry out the job. The process must therefore give all candidates an equal chance to show whether they have relevant experience and ability to perform the duties of the role.

Reasonable adjustments may need to be made to the selection process for a disabled applicant. All applicants are asked to notify us on the application form and at each stage of the recruitment process if they require any reasonable adjustments to enable them to attend and/or participate.

The HR Department will contact any applicant who has indicated they require reasonable adjustments to find out what those adjustments are. A reasonable adjustment may be for example a change to the date or times of interviews or providing information in an alternative format.

Further guidance on the appropriate types of assessment for each level of green book role is available in the Recruitment and Selection Guidance document ([HRNFG067](#))

2.13 Interview

Candidates must not be asked about sex, marital status, religion, sexual orientations, race, colour, nationality or national or ethnic origins, unless these are strictly relevant to the job. Relevant supplementary questions may be asked to further assess the competency of the candidate.

Selectors may, for example, ask candidates in general terms whether they can fulfil the special conditions of the job (*e.g. working unsocial or irregular hours*) but they must **NOT** ask specific questions about personal and family commitments.

Any posts offered will be subject to satisfactory references, proof of relevant qualifications, proof of eligibility to work in the UK, medical/fitness clearance and DBS (if applicable).

Further guidance on interviewing successfully is available in the Recruitment and Selection Guidance document ([HRNFG067](#))

3. Firefighter Selection Process

WYFRS applies the National Firefighter Selection guidelines when recruiting operational staff. This system is utilised as it provides objective, fair and relevant information on the key skills, personal qualities and attributes (PQA's) needed to become a successful Firefighter.

Whole time duty system

Prior to any WDS recruitment campaign being implemented, Management Board/HR Committee must approve the need to recruit, confirm the numbers required and indicate the date when staff are required to be in post and trained to an acceptable standard.

For any large scale recruitment campaign for Whole Time Firefighters the recruitment process may be subject to change dependent upon the needs of the Service at the time and taking into account best practice taken from other FRS' recruitment experiences.

Retained Duty System (RDS)

Before any application forms can be accepted, 'confirmation of need' must be provided by the relevant AM (Operations). Shortfalls in appliance crewing must be identified for the Station concerned. Information required prior to recruitment approval should include: A business case must be made to the AM (Operations) which will include:

- Number of times appliances were off the run due to crewing over a six month period.
- Time of the day most appliance shortfalls occur.
- Number of occasions when personnel did not attend incidents when identified as 'available'.

3.1 Advertisement Protocols

Whole time Duty System

When approval has been given to run a recruitment campaign, the Chief Employment Services Officer will confirm that advertisements can be utilised in order to commence the application process.

Retained Duty System

When approval has been granted to recruit staff for a specific Station, the AM Operations will confirm that advertisements can be utilised in order to commence the application process.

All media must comply with the Corporate Communications Strategy. Standardised adverts should be used for this process and any cost implications must be discussed and approved by budget holders prior to the commencement of an advertising campaign.

3.2 Candidate Selection Procedures

The following processes are applied to each application but may be subject to change for large recruitment campaigns:

- Stage 1 Candidate online Registration/Realistic Job Preview & Eligibility
- Stage 2 Candidates complete online Behavioural Styles questionnaire
- Stage 3 Candidates complete online Situational Judgment Test
- Stage 4 Candidates complete three online Ability Tests (Numeracy/verbal and Mechanical Reasoning)
- Stage 5 Candidates complete Point of Entry Selection Tests (Physical Tests)
- Stage 6 Candidates complete Assessment Centre Tests
- Stage 7 Candidates attend for interview
- Stage 8 Candidates attend for a medical
- Stage 9 Candidates subject to HR checks (references, baseline security checks etc)
- Stage 10 Candidates offered a contract of employment

Stage 1 – Online Registration

This is completed through questions on the e-recruitment (SIFT) system

Age – If the applicant will not be 18 years of age at commencement of training the application will be rejected.

Work permits – If the applicant requires a work permit to take up permanent work in the UK, the application will be rejected.

Driving Licence – All applicants must hold a full UK driving licence at time of application

Medical Information - If any applicant for an operational Firefighting role indicates they may have one of the following impairments, their application requires further investigation in conjunction with the Occupational Health Team:

Colour blindness.

Assisted hearing.

Lack of ability to grip, hold or lift objects, lift or lower own bodyweight.

Suffer from dizziness, fainting, blackouts or fits.

Pregnancy/Maternity

If an applicant for an operational Firefighting role is pregnant or has given birth in the last 3 months they are required to provide a letter from their GP or Consultant saying they are safe to participate in the physical tests. Fitness tests (VO2 max testing) are prohibited for those who are pregnant, on health and safety grounds.

Stages 2 – 4 Online Testing

Applicants will be required to complete the following online tests;

Behavioural Styles Questionnaire.

This questionnaire is about a candidate's typical behaviours and the values they emphasise at work. This is not a timed test and applicants will have 2-6 days to complete the test in unsupervised surroundings

Situational Judgment Test

This test presents candidates with 20 scenarios. Each scenario depicts a typical situation which a Firefighter could face in their role and candidates have a choice of four actions that could be taken as a response to the situation. This is not a timed test and applicants will have 2-6 days to complete the test in unsupervised surroundings

Ability Tests

Candidates have to complete three tests

Numeracy. This evaluates a candidates ability to work with, understand and draw logical conclusions from numerical data, presented in an infographic.

Verbal Reasoning This evaluates a candidates ability to understand, interpret and draw logical conclusions from written information

Mechanical Reasoning. This evaluates a candidates ability to apply cognitive reasoning to mechanical, physical and practical concepts in order to solve related problems

All three tests are times and applicants will have 2-6 days to complete the tests in unsupervised surroundings

Stage 5 – Point of Entry Selection Testing (Physical Tests)

Suitable and sufficient Risk Assessments of the equipment, processes and weather conditions must be carried out prior to the physical testing process commencing.

The applicants must perform the tests whilst wearing Firefighting clothing, therefore, suitable personal protective equipment (PPE) must be provided.

A warm-up session should take place prior to commencement of the tests.

The following provisions should also be made available:

- Suitably qualified first-aider on site.
- Means of contacting the emergency services.
- Rest zones.
- Liquid refreshment.

All test administrators should have an understanding of the overall physical test process and be provided with suitable PPE and marking facilities.

Administrators must communicate clearly when addressing applicants. It is important to be consistent and fair when delivering instructions and when marking.

The physical tests will consist of the following areas:

- Bleep Test
- Ladder Lift
- Heel Bar Carry
- Ladder pull/climb
- Enclosed Space Crawl (This forms part of the Assessment Centre Tests).
- Drill Ground Assessment.

Candidates must pass each test in order to progress to the next stage of the selection process.

Stage 6 – Assessment Centre

Candidates who have successfully passed physical testing are invited to attend an Assessment Centre. The Centre will be managed jointly by HR and Training Centre teams.

The tests will consist of:

Data Input Test

Report Writing Test

Group Activity Test

Resilience Test

Empathy Test

Candidates have to pass these tests to proceed to interview.

Stage 7 - Candidate Interview

Candidates who have been successful at the application, psychometric, physical test and Assessment Centre stages are invited to attend the Interview Process. The HR Team will arrange interview panels based on current recruitment and selection guidance.

Stage 8 - Medical, Physical and Visual Standards

A full medical examination will be carried out by the Service Occupational Health Team. The medical includes:

- Completion of an in-depth health questionnaire.
- Height.
- Weight.

- Blood Pressure.
- Urinalysis (urine tested for various abnormalities).
- Breathing Test (lung function).
- Hearing Test (audiometry).

Candidates will be asked questions about their health and any disabilities/medical needs.

In line with the current Data Protection legislation, WYFRS do not divulge any medical information to anyone outside of occupational health without the candidate's written consent.

As the WYFRS carry out a six monthly Operational Fitness Assessment on all personnel who may be required to attend operational incidents, each applicant will be required to take part in a fitness test which will be carried out by a Fitness Adviser as part of the medical assessment. The system used is the Covox Test which is a proven cardio pulmonary assessment for measuring aerobic capacity.

The medical, physical and visual standards as determined nationally are carried out by the Service Occupational Health Team.

4 Pre-Employment Screening (All new employees)

4.1 Criminal Convictions

If candidates have a record of offence(s), this will not necessarily disqualify them from applying to work for WYFRS as all applications are considered strictly on their merits. However, candidates are required to declare any offence for which the conviction is not yet 'spent' within the meaning of the Rehabilitation of Offenders Act 1974 (Incorporating the Rehabilitation of Offenders Act [Exceptions] Order 1975 and the Rehabilitation of Offenders Act 1974 [Exceptions] [Amendment] Order 1986).

Candidates are advised to declare any charge that is pending; as a subsequent conviction could lead to dismissal from the Service.

The Rehabilitation of Offenders Act provides for anyone who has ever been convicted of a criminal offence and not sentenced to more than 2½ years in prison to become a 'Rehabilitated Person' at the end of the Rehabilitation period, provided there have been no further convictions. At the end of this period, the conviction is considered 'spent' and thus to be treated as if it never happened. There is no requirement to disclose 'spent' convictions. Under the Rehabilitation of Offenders Act 1974, an individual who has had a conviction (or convictions) for any offence, may, with certain exceptions be rehabilitated and allowed to treat a conviction as if it had never occurred. A conviction will become 'spent' where the individual has not, after a period of time, committed another serious offence.

Further information can be found in [HRPOL005](#) Recruitment of Ex-Offenders Policy

4.2 Proof of eligibility to work in UK

Under sections 15-25 of the Immigration, Asylum and Nationality Act 2006 it is an offence to employ a person who is not entitled to enter, remain or work in the United Kingdom. To comply with this legislation, external applicants will be asked to bring evidence that they are eligible to live and work in the UK prior to them commencing with the Service. It is essential that these checks are undertaken for all applicants.

4.3 Disclosing and Barring Service clearance

Certain posts within WYFRS may require an enhanced DBS disclosure and others a standard DBS. The HR Department will be responsible for undertaking the appropriate checks.

When a DBS is returned to WYFRS which shows something that is concerning to the Service (an unspent conviction, something that had not previously been declared or a conviction needing further clarity), the individual will be given the opportunity to have a formal meeting with the line manager and a member of the HR team. After this meeting, a decision will be made if the offer of employment remains or is retracted.

Further information can be found in [HRPOL002](#) Disclosure and Barring Checks Policy

4.4 References

Candidates are requested to provide details of two referees, one of whom should be their current or most recent employer. Where an applicant indicates that they do not wish referee(s) to be contacted prior to interview or a provisional offer being made, this must be respected. However, references must be taken up if an offer is made.

The HR Team will request references. When doing so, it is helpful to seek precise information and confirm facts, such as length of employment, relationship of the applicant to the referee, job title, brief details of responsibilities, reasons for leaving, sickness record, performance, and any other relevant information. It is helpful to the referee to include a copy of the job description and person specification of the post to which the Service is recruiting. Requests that only elicit generalisations about the candidate's attendance, honesty or subjective information as to the applicant's suitability should be avoided.

Telephone references should be avoided where possible but, where time pressures or the location of referees dictate that this may be appropriate, the caller must ensure that they are certain as to the identity of the person to whom they are speaking. When conducting telephone references, it is helpful to plan the conversation beforehand and to have a list of questions ready. A file note must be made at the time of the telephone conversation and written confirmation should always be requested.

References are confidential and must be sought 'in confidence'. References should only be used for the purpose for which they were intended and their confidentiality must be maintained. References must only be kept on the recruitment file and the personal record file held on WYFirespace.

4.5 Probation

The appointment of all employees will be subject to a term of probation. Green Book staff will have a six month probation period and Control and Operational staff will have a 12-18 months probation period.

If an individual has not met the required standard within their probation period, then the probation period may be extended. If the requirements of the role are still not met then dismissal may be an option (further guidance should be obtained from the HR Team).

At the end of the probationary period and subject to a satisfactory report from the line manager, the individual will receive written confirmation from HR that their probation period has been completed successfully.

4.6 Complaints

Complaints from external candidates about alleged discrimination or any other aspect of the Recruitment and Selection process should be directed to the Corporate HR Manager in the first instance. Internal candidates should refer to the Service's Grievance Procedure.