



West Yorkshire
Fire & Rescue Service

YOUR GUIDE TO BECOMING A WEST YORKSHIRE FIREFIGHTER

LYNSEY FIGHTS FIRES,
AND TRULY INSPIRES

ORDINARY TO

EXTRAORDINARY



THINKING OF JOINING US?

IF YOU'VE THOUGHT ABOUT BECOMING
A FIREFIGHTER, BUT NOT TAKEN THE
NEXT STEP, THIS GUIDE IS HERE
TO HELP YOU.





BOXING FAN, AND FAMILY MAN

Meet Richard and more of
our current employees

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BEING A FIREFIGHTER AT WYFRS OFFERS YOU AN
EXCITING RANGE OF POSSIBILITIES IN DEVELOPING
A BROAD BASE OF SKILLS, TALENTS, EXPERIENCE
AND KNOWLEDGE.

Here you'll find the information you need,
including what we do, our wide range of
roles, the skills you'll have the chance to
develop and our recruitment and training
process. It's a demanding job, but the
rewards are great. If you feel you are up
to this challenge, we would be delighted
to receive your application.

HAVE YOU GOT WHAT IT TAKES?

Read 'Can I become a
Firefighter?' to find out.

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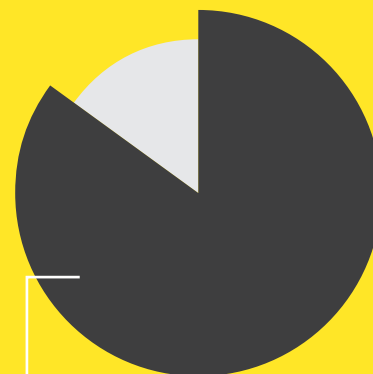
OUR VISION & VALUES



COUNCILLOR JUDITH HUGHES,
CHAIR OF WEST YORKSHIRE FIRE
AND RESCUE AUTHORITY

"WEST YORKSHIRE FIRE AND RESCUE AUTHORITY IS PROUD OF EVERYTHING THE SERVICE HAS ACHIEVED IN RECENT YEARS. IT WILL CONTINUE TO PROVIDE A **SAFE AND EFFECTIVE** SERVICE TO THE RESIDENTS OF WEST YORKSHIRE IN THE FUTURE."

In a recent staff survey, 75% of colleagues agreed that WYFRS is a good place to work. So if you decide to proceed with your application, you'll be joining a fantastic organisation!



85%

of staff enjoy their work



OUR VISION

We will be proud and feel valued and engaged, leading to an increasingly **positive, motivated, committed** and **effective** service.

OUR VALUES

TEAM

Recognise the individual - work as one team

INTEGRITY

Act with trust and integrity

LEARN

Share and learn from experience and celebrate success

RESPONSIBILITY

Work positively, be decisive and take responsibility for actions

DIALOGUE

Clarity of communications through dialogue

TO BE SUCCESSFUL IN YOUR APPLICATION

you will need to show us that these values mean as much to you as they do to us – as well as demonstrating that you have the required skills to fulfil this challenging role.

OUR EXPECTATIONS

SO WHAT'S INVOLVED?



TRAINING

You'll need to complete a period of intensive training in all elements of firefighting responsibilities. These include: physical and decision-making aspects of operational practice, equipment preparation and handling, health and safety knowledge and application. Throughout your training, you will be required to pass a series of assessments to demonstrate your capability in these areas and qualify as a firefighter.



LEARNING

As a firefighter, you'll be required to constantly learn new things and keep your knowledge of practices and procedures, as well as your skills and capabilities, up-to-date. Since this is a core value of the Fire and Rescue Service, your performance and skills will be regularly assessed and evaluated.

THE TRADITIONAL VIEW OF FIREFIGHTERS TURNING OUT ON A FIRE ENGINE WITH BLUE LIGHTS FLASHING AND SIRENS WAILING IS ONLY A SMALL PART OF WHAT WE DO.

As the demands on our fire service have changed in recent years, the expectations on our firefighters have evolved.



COMMUNITY SAFETY & PREVENTION

The ultimate way to save lives is to prevent accidents from occurring in the first place. You'll spend a significant amount of time working in the community to keep people safe and well in the home. You will carry out talks in schools, visit vulnerable people at home, and support them by installing smoke detectors, for example.

FIND OUT MORE
ABOUT FIRE PREVENTION

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SHIFT WORK

Firefighters work shift patterns. These include working weekends and public holidays as standard. You may also be asked to cover shifts at other watches or stations, where required.



EMERGENCY RESPONSE

Only a small percentage of a firefighter's time on duty is actually spent dealing with emergencies. However, you always need to be prepared for when an emergency arises. This means being physically and mentally ready for emergencies as well as ensuring all equipment is available and in working order. So you'll be required to check equipment daily e.g. conduct tests on breathing apparatus.

42 hours

Each full time firefighter works on average
42 hours per week.

OUR EXPECTATIONS CONTINUED



DEALING WITH DISTRESSING INCIDENTS

Firefighters deal with incidents where serious, unpleasant injuries and fatalities are present at the scene. Where this has happened in a public place, such as a road traffic collision, firefighters are often required to deal with distressed members of the public who have been involved in, or witnessed, the incident.



TAKING THE INITIATIVE

In emergency situations, especially where lives are in danger (e.g. house fires), firefighters need to help the officer in charge make decisions about the team's actions. At times you would be expected to take the initiative and act quickly.





TEAMWORK

As a firefighter, you would be required to work in a close-knit team of people from different backgrounds. The team must function effectively as a unit every day, both when responding to emergencies and in day-to-day activities.



FOLLOW INSTRUCTIONS

Direct instructions from supervisors and leaders are common for firefighters, and it is expected that firefighters will do as they are instructed.



COMMUNITY ROLE MODEL

Firefighters are role models in the community, and should uphold the values and integrity of the Fire and Rescue Service at all times. This means you would be expected to behave as professionally when you are off duty as you would when on duty, and this includes how you conduct yourself on social media.



PHYSICAL FITNESS

You need to be physically fit to be a firefighter. Your fitness level will be assessed during the recruitment process and you must maintain a very high level of physical fitness throughout your service.

A REWARDING CAREER

BEING A FIREFIGHTER IS A CHALLENGING BUT REWARDING JOB. HERE'S AN OVERVIEW OF WHAT'S ON OFFER ONCE YOU'VE BEEN OFFERED A POST.

PAY RATES

The salary for a trainee firefighter attending the basic training course is currently £22,237 per annum. After successful completion of this training and for the remainder of the 18-month development period, when you will be working under supervision, and developing your firefighting skills on the watch, your salary will increase to £23,162 per annum.

When you achieve full competence in all aspects of the role, after about 18 months, your salary will increase to £29,638 per annum.

With career progression, you can earn substantially more.

Pay scales are correct as of 1 December 2016 and are reviewed annually.

**£22,237—
£29,638**



BENEFITS

We aim to provide a rewarding career with a range of benefits, including:

TRAINING

Training and personal development opportunities, including a Level 3 NVQ Diploma, an LGV licence and a First Aid qualification.

APPRAISALS & SUPPORT

Comprehensive induction programme for all staff and an annual appraisal scheme.

ANNUAL LEAVE

20 days annual leave plus 8 public holidays, increasing to 23 days after 5 years' service.

PROMOTIONS

Promotion opportunities and long service and good conduct award.

CHILDCARE ASSISTANCE

Generous maternity, paternity and adoption leave and childcare vouchers.

PAID & UNPAID LEAVE

Provision of paid and unpaid special leave.

FITNESS FACILITIES

Access to the Sports and Social Club, including free use of the gym at Fire Service Headquarters and on fire stations.

DISCOUNT SCHEMES

Variety of benefits and discount schemes.

FREE PARKING

Free-of-charge parking at WYFRS premises, subject to availability and security arrangements.

JOB SATISFACTION

Satisfaction and pride in helping people who live in West Yorkshire in a worthwhile and rewarding job.

CHARITY SUPPORT

Access to The Firefighters Charity, their resources and support – visit www.firefighterscharity.org.uk for more details.

HEALTH SUPPORT

Occupational health support (including nurses, physiotherapy, medical checks, a 24/7 Employee Assistance Programme including advice and counselling).

PENSION

You will automatically become a member of the 2015 Firefighters Pension Scheme, which is a career average pension scheme.

UNIFORM

All firefighters are issued with a uniform and kit before initial training commences.



OUR VIBRANT &

OUR VALUES OF TEAM,
INTEGRITY, LEARN,
RESPONSIBILITY AND DIALOGUE
ARE REALLY IMPORTANT TO
US AND ARE AT THE HEART
OF EVERYTHING WE DO. OUR
DIVERSE TEAM DOES WHAT WE
FEEL IS RIGHT, GOES ABOVE
AND BEYOND AND LEADS BY
EXAMPLE.

We know work is a huge part of people's lives, and we want each and every one of our team to be themselves, have fun and share their individuality at work. Our unique strengths and differences are essential ingredients for high productivity, creativity and delivering a great service to the community.

West Yorkshire Fire Service strives to be an inclusive and rewarding place to work. We encourage staff to get involved in a whole host of activities which promote well being, inclusion and diversity. Overall, it's about being yourself and celebrating all our similarities and differences.

- The Fire Service is an equal opportunities employer and welcomes people from all walks of life
- We are passionate about treating people as individuals and our HR policies reflect that
- Over 50 female firefighters work in West Yorkshire alone, there's nearly 2000 across the UK
- There is no upper age limit for firefighters but you will need to be at least 18 years old in January 2019
- We realize everyone lives busy lives and have a range of excellent leave packages and flexible working options
- We've got an active diversity network of staff champions called the 'Inclusion Action Group'.

DIVERSE TEAM





CLARE



RICHARD



ABID



MEET OUR TEAM

NICOLA



JULIAN



LYNSEY



CLARE HESSELWOOD

RANK:

Station Commander / Special Projects Officer supporting the Chief and Deputy

FAVOURITE PART OF MY JOB:

Helping support members of the public, and supporting firefighters getting back to work and good health.

HOBBIES AND INTERESTS:

I love sport including football, pool and hockey. I used to coach for Huddersfield Town's community team and my hockey team won England Hockey Team of the Year last year.

I joined the fire service in 2002 and worked up to becoming West Yorkshire's first female station commander. I've always loved sport and it's made me a good team player – this is vital in the fire service. I'm part of an inclusion action group, which means that every day I get to challenge the stereotype of what a firefighter is. We visit schools for career days, community groups and speak at events. Being a firefighter has given me the confidence to be myself and the opportunity to gain a number of qualifications.

INTERESTING FACT:

Before joining the fire and rescue service, I was a manager at McDonalds.



RICHARD FELLA

STATION:

Rawdon

RANK:

Firefighter

FAVOURITE PART OF MY JOB:

The people I work with and the variation of incidents.

HOBBIES AND INTERESTS:

My family - being a good dad and a good partner is the most important thing to me. I really enjoy boxing - taking part and watching it. I've always been a football fan too. I support Bradford City.

I work the day crew system, which means being turned out to incidents from home throughout the night. My shift pattern enables me to spend plenty of time with my son. The tasks we get involved in are so varied – house fires get your pulse racing while road traffic collisions require a good technical response – but everything is so rewarding. No matter what, whenever you help someone it gives you a sense of pride and purpose.

INTERESTING FACT:

I have competed in boxing at the World Firefighter Games in Australia in 2012.



NICOLA CARTHY

STATION:

Leeds

RANK:

Firefighter

FAVOURITE PART OF MY JOB:

I love that every shift is different.

HOBBIES AND INTERESTS:

Travelling to new places and walks with my husband and dog.

Being a woman, I challenge the normal stereotype of a firefighter on a daily basis. As a female firefighter, I am treated like any other individual, which is great as I don't want any special treatment that the men wouldn't get. I worked hard to become a firefighter by training hard in the gym – and I think that my previous job as prison officer prepared me for dealing with the unpredictable and sometimes unpleasant shifts.

INTERESTING FACT:

I have competed in two powerlifting competitions and have deadlifted 150kg.



ABID OURESHI

STATION:

Bradford

RANK:

Crew Commander

FAVOURITE PART OF MY JOB:

I enjoy interacting with new people on a daily basis.

HOBBIES AND INTERESTS:

I like playing football and spending time with my family.

Throughout my career I can honestly say that I've felt supported by WYFRS at every stage – from being an IT technician right through to my current role as crew commander. I don't think of this as a job because it's so enjoyable. If I was to offer advice to anyone preparing to join the fire service it would be stay positive, believe in yourself and enjoy the process.

INTERESTING FACT:

I took a year off work to travel the world.

JULIAN WILKES

STATION:

Stanningley

RANK:

Firefighter

FAVOURITE PART OF MY JOB:

The satisfaction that comes from incidents where people are rescued from life threatening situations.

HOBBIES AND INTERESTS:

Keeping fit by boxing, circuit training and playing football. Before I joined the fire and rescue service I played football at a high level, just below the football league.

In terms of my lifestyle, I'm a stereotypical firefighter – extremely fit with a good diet, selfless, disciplined and courageous. I was honoured to work in Equalities and Recruitment over a decade ago. This seconded role gave me an invaluable opportunity to mentor recruits as the liaison officer, and encourage people from multi cultural and racial backgrounds to join the fire service.

INTERESTING FACT:

I am a published author.



LYNSEY DONOGHUE

STATION:

Otley

RANK:

Firefighter

FAVOURITE PART OF MY JOB:

Working as a team and facing a wide variety of challenges.

HOBBIES AND INTERESTS:

Being a mum and spending time with my children. I also enjoy running.

I joined the service when I was 19 so I've spent all my adult life in the fire service. I have two children, but have returned to work full time as this is my other 'family'. The fire service has changed over the years but wherever I've been, I've always been made to feel welcome, valued and part of the team. And despite being 5ft 4", I've used my size to my advantage – receiving a commendation for saving a man's leg and showing that crews are better made up of a variety of people!

INTERESTING FACT:

I have taken part in a TV programme which tested fitness and mental strength.

RANKS & ROLES

THESE ARE THE DIFFERENT RANKS WITHIN THE FIRE AND RESCUE SERVICE, ALONG WITH AN OUTLINE OF THEIR KEY RESPONSIBILITIES AND THEIR UNIFORM.



FIREFIGHTER

Carries out day-to-day firefighting and fire safety work.



CREW MANAGER

In charge of the crew and the fire appliance, and can deputise for the Watch Manager, plus:

- Carries out day-to-day firefighting and fire safety work and attends incidents as the officer in charge of an appliance
- Takes command of small-scale incidents and undertake specialist duties, such as training.



WATCH MANAGER

In charge of the watch at larger fire stations, plus:

- Carries out day-to-day firefighting and fire safety work
- Carries out junior work in policy areas
- Undertakes specialist duties
- Takes command and manages operational incidents.



STATION MANAGER

Responsible for an area of work across a group of stations such as, training, operations or community safety, plus:

- Takes charge of large-scale incidents
- Undertakes specialist tasks, such as support at an incident.



ASSISTANT CHIEF FIRE OFFICER

Has strategic responsibility for the Service Support directorate and takes command of major incidents.



GROUP MANAGER

Responsible for the management of a group of fire stations within the district and the day-to-day work in a specific policy area, plus:

- Takes charge of major incidents
- Undertakes specialist tasks, such as support at an incident.



DEPUTY CHIEF FIRE OFFICER

Can deputise for the Chief Fire Officer during their absence, plus:

- Strategic responsibility for the Service Delivery directorate
- Takes command of major incidents.



AREA MANAGER

Strategic responsibility for the management of an area of fire and rescue operations or policy. Will take charge of major incidents or undertake specialist tasks such as support at an incident.



CHIEF FIRE OFFICER

Head of the organisation and the Chief Executive, and takes command of major incidents.

A DAY IN THE LIFE

IF YOU'RE THINKING ABOUT BECOMING A FIREFIGHTER, YOU MIGHT WONDER WHAT A DAY'S WORK COULD LOOK LIKE. EVERY DAY CAN BE DIFFERENT, BUT A TYPICAL ONE MIGHT LOOK LIKE THIS...

FIND OUT MORE
VISIT OUR WEBSITE FOR A MORE
DETAILED DESCRIPTION OF 'A DAY
IN THE LIFE OF A FIREFIGHTER'
WWW.JOINWYFIREFIGHTERS.COM



08.00 START OF SHIFT

This is when firefighters parade. The officer in charge (OIC) details everyone's duties for the day. Firefighters check that their kit and equipment are serviced and ready for deployment.



09.00 DRILL SESSION

After checks, it's time for training. This could be basic training, such as putting ladders up against a tower or more technical training, such as simulating a line rescue from a cliff face.



10.30 TEA BREAK





11.00 TRAINING LECTURE

The officer in charge usually gives a lecture on a variety of subjects relating to the types of incidents firefighters attend and how they are managed.



12.00 LUNCH



12.20 INCIDENT

Firefighters can be called out to an emergency at any time!



13.00 PREVENTION AND PROTECTION

Firefighters spend a great deal of time out in the community, inspecting businesses to ensure they meet fire safety regulations, speaking to people about how to keep safe and well in the home and fitting smoke alarms. They even attend open days and galas and speak to children about fire safety. Despite the preconception that firefighters spend all their time at emergencies, the majority of their time is taken on prevention and partnership work.



17.00 FITNESS TRAINING

Firefighters must be extremely fit and healthy to carry out such a demanding job. Every six months they have a fitness assessment, so they must work hard to stay physically fit.



18.00 INFORMATION INPUT

All the home fire safety and fire protection information must be inputted into the computer system.



19.00 END OF SHIFT

At the end of the shift, the oncoming and off-going watch parade and the off-going watch are then free to go home.



DUTY SYSTEMS

WE CURRENTLY HAVE SIX OPERATIONAL DUTY SYSTEMS IN WEST YORKSHIRE. THESE HAVE VARIOUS SHIFT PATTERNS AND A RANGE OF REQUIREMENTS, WHICH CAN SUIT THE LIFESTYLE NEEDS OF DIFFERENT APPLICANTS.



2-2-4

This is the most common duty system.

- Firefighters work 2 days, 2 nights and have 4 rota days off
- Day shifts are 8am to 7pm, night shifts 7pm to 8am
- Appliances are available for fire calls on immediate turn out 24 hours a day, 365 days per year.

DAY CREWING

This system is dependent on the station.

Firefighters work one of the following shift patterns:

- 4 days on, 4 days off
- 3 days on, 2 days off, 2 days on, 3 days off

Day crewing staff work from station between 8am and 5pm, where the appliance is available for immediate turn out. After 5pm, the appliance is staffed by the same people, but they are on call (retained firefighters) from either home or work via an alerter.

Staff must live within a 5-minute radius of the day crewing station (relocation expenses would be paid if staff were transferred to a Day Crewing station).

DAY CREWING CLOSE CALL

Firefighters work annualised hours so shifts are managed locally.

- Hours of work are 8am to 5pm from station. After 5pm personnel live in accommodation located on the fire station site (usually in a separate accommodation block)
- Crews are available for call-out from the accommodation block between 5pm to 8am.

DAY CREWING SPECIALIST

Currently only one station (Cleckheaton) operates this system.

- Firefighters work a 2-2-4 duty system at a fire station (as above) but are available on call from home on the nights of day shifts and days of night shifts, for Urban Search and Rescue.
- Staff must live within a 45 minute turnout area of Fire Service Headquarters at Birkenshaw, to work on this duty system.

FIND OUT MORE
ABOUT ON-CALL FIREFIGHTERS
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FLEXI DUTY SYSTEM

This system is worked by Station Managers and above, and the Fire Investigation team.

- Staff work a 5 week rota with a mixture of 8 hour shifts, 24 hours shifts and rota days (days off) over 7 days
- Officers are available for fire calls and will attend in their response cars.

RETAINED DUTY SYSTEM (ON-CALL)

There are currently 10 retained fire stations in West Yorkshire.

- Firefighters are available from home/work via an alerter
- Each firefighter submits their availability weekly to ensure the fire appliance is available for use
- Staff must live/work within 5 minutes of the station.

RANGE OF INCIDENTS

AT WYFRS, WE ATTEND AN EXTREMELY VARIED RANGE OF INCIDENTS. TO FULFIL THIS REQUIREMENT, WE HAVE EXPERTLY TRAINED STAFF AND HIGHLY SPECIALISED EQUIPMENT.



FIRES

The range of fires is as wide as your imagination, but here are a few to start:

- House fires
- Factories
- Schools
- Cars
- Hospitals
- Prisons
- Farms
- Shops
- Boats

We also attend a range of smaller incidents, such as rubbish fires, grass fires, bonfires or chimney fires.



SPECIAL SERVICES

We attend a range of 'special service' incidents. They include rescuing people and animals from all manner of places and situations. These include:

- Lifts
- Cars (road traffic collisions)
- Aircraft
- Machinery
- Chemical incidents
- High places, such as rock faces or tall buildings
- Flood water
- Trenches
- Building collapse
- We rescue small animals, such as dogs or cats, and large animals, such as horses

We also provide first aid assistance at all these incident types and more.



ALL OUR FIREFIGHTERS ARE
TRAINED IN FIRST AID



BE PART OF A WIDER TEAM

You will also find yourself working alongside a whole host of other professionals at the scene of an incident, such as the Police and Ambulance Service, but also less obvious organisations, such as the Environment Agency, the local authority and the Army.

YOU WILL BE REQUIRED TO CARRY OUT DUTIES WHICH PREVENT OR REDUCE THE RISK OF A FIRE OCCURRING IN THE FIRST PLACE. TO DO THIS, YOU WILL ENGAGE IN COMMUNITY SAFETY ACTIVITIES WHICH AIM TO KEEP PEOPLE SAFE AND WELL IN THEIR HOMES.

OTHER INVOLVEMENT IN PREVENTION WORK

If you are interested, you could become an instructor and work alongside our Youth Intervention Team, delivering educational courses and activities to children and young people around fire safety awareness. We also consult with crews as we develop our policies and procedures around fire prevention, so you may be asked for your feedback!

This will include visiting the public of West Yorkshire in their homes and carrying out a home visit to:

- Identify any fire safety risks within the property
- Identify if there are any vulnerable individuals and consider how we further support them
- Offer fire service advice and support so that the person or family are safe within their home and, where required, fit smoke alarms
- Signpost vulnerable people to other agencies where necessary.

FROM PREVENTION



YOU'LL ALSO BE REQUIRED TO
VISIT COMMERCIAL PREMISES TO
HELP KEEP WEST YORKSHIRE A
SAFER PLACE TO LIVE AND WORK
IN. YOUR ROLE WILL BE TO:

- Offer fire safety advice to allow businesses to operate safely and within the law
- Check that people can leave a building safely if a fire occurred
- Learn about the layout and construction of buildings
- Become aware of how different industries operate and control their hazards
- Learn about installations in buildings to help firefighters deal with incidents
- Gather information to help with incident pre-planning.



TO

PROTECTION

CAN I BECOME A FIREFIGHTER?

IF YOU ARE INTERESTED IN BECOMING A FIREFIGHTER WITH WEST YORKSHIRE FIRE AND RESCUE SERVICE, YOU NEED TO DEMONSTRATE THAT YOU HAVE ALL THE ESSENTIAL SKILLS AND CAN MEET OUR REQUIREMENTS.

We've broken the application process down into six steps.

Our staff are available at every stage of the process to answer any questions you may have.
wholetimeapplications@westyorkshirefire.gov.uk



STEP 1

THE JOB

These are the elements of the role that you will be involved in. If you're still interested after you've considered this list, move on to the formal requirements in step 2.

FIND OUT MORE
ABOUT EXPECTATIONS OF THE JOB

p04

Prevent incidents happening in the first place through home visits, school talks, education and discussion with individuals and businesses

Follow instructions, but at the same time work under your own initiative in challenging and high risk situations

Learn a wide range of skills and acquire knowledge

Work as a valued member of a diverse and strong team

Deal with difficult, unpleasant and unpredictable incidents

Act as a role model, both on and off duty

Spend time preparing yourself and the equipment you use

Maintain a high level of fitness

Work shifts, including weekends and public holidays

Have good problem solving and practical skills

STEP 2

FORMAL REQUIREMENTS



AGE

You must be aged 18 years or over at the date of commencing training. There is no upper age limit.



CRIMINAL CONVICTIONS

A criminal conviction will not necessarily prevent you from working for us, but it will depend on the type of offence and relevance to the role.



NATIONALITY

You must be eligible to work in the UK.



HEALTH

Being a firefighter can place great physical demands on your body. There are no height or weight restrictions but you must be able to cope with the physical demands and you will need higher-than-average levels of strength, endurance and aerobic fitness. These will be tested during the application process and throughout your career on a six-monthly basis to ensure you continue to meet the required standards.



QUALIFICATIONS

No formal educational qualifications are required in order to apply. If you are eligible to apply you will be invited to complete an online Behavioural Styles questionnaire. You may be invited to undertake further online tests.



DRIVING LICENSE

You must hold a full UK driving license at the time of applying.



TATTOOS

If you have a tattoo(s) they may need to be covered at work if there is a likelihood they may cause offence and/or they are on the hands, head or neck.

STEP 3 ONLINE TESTING

IF AFTER COMPLETING THE ONLINE REGISTRATION, REALISTIC JOB PREVIEW AND ELIGIBILITY QUESTIONS YOU ARE STILL INTERESTED AND ELIGIBLE TO JOIN US, YOU WILL BE INVITED TO UNDERTAKE ONLINE TESTING.



VISIT

www.joinWYfirefighters.com

for up to-date information, example tests and to find out more about the online testing process.

WHY DO I HAVE TO DO ONLINE TESTS?

Our online recruitment process is designed to make an initial assessment of your potential to work as a firefighter, using a range of specially designed questions at each stage, which examine the qualities and knowledge required for the role.

Firefighter recruitment is always a competitive process, with an extremely high number of applicants competing for positions, therefore only the highest performing individuals at each stage of the selection process will progress.

After each online test all candidates marks will be considered and the best performing candidates will be invited to undertake the next online test.

If you have been successful following completion of all the online tests you will be invited to attend Headquarters to undergo Physical Selection testing.

STEP 4

PHYSICAL TESTING

ONCE THE RECRUITMENT WINDOW CLOSES, WE WILL CONTACT YOU IF YOU HAVE BEEN SUCCESSFUL AND YOU WILL BE INVITED TO THE NEXT STAGE OF THE PROCESS.

Successful applicants will be invited to undertake physical tests, which involve aerobic and strength testing.

Candidates will undertake a series of physical tests which are held at Headquarters and a local Sports Centre. You must pass each test to be able to proceed to the next test.



AEROBIC TEST

42.3ml.kg.min VO2 max is the current aerobic standard for a firefighter. This can be tested using a treadmill test (a 12 minute incremental walk on a treadmill). At physical testing we will use the bleep test to assess your current aerobic standard. The test involves running back and forth between two points 20m apart. Each run must be synchronised with a pre-recorded audio track, which plays bleeps at regular intervals.

Over the course of the test, the candidate progresses up through various levels (lasting just over a minute each), with the beeps getting faster at each level. The individual continues until they cannot keep up with the bleeps and this point becomes their result. Candidates must reach level 8.8 to pass.



42.3

42.3ml.kg.min VO2 max is the current aerobic standard for a firefighter.



STRENGTH TEST

The simulated ladder extension rig is used to assess strength. There are 2 tests - one simulates the single pull required to start lowering a ladder and the second simulates raising a ladder with multiple pulls.



VERTIGO TEST AND LADDER LIFT/ LOWER SIMULATION

You will climb a ladder and this will test your ability and confidence when working at height.

The ladder lift is a test of upper and lower body strength. In full Personal Protective Equipment you will be required to raise a bar to a height of 182cm, or, arms fully extended (whichever comes first), and back down. The weight of the bar is incrementally increased from 15kg to 30kg.



DRILL BASED FITNESS TEST

This test involves hose running and donning breathing apparatus. It most accurately reflects the demands of firefighting. This test is run over a set course and has a finite time in which it should be completed.



LADDER CARRY (HEEL BAR CARRY)

The test consists of carrying a weighted ladder over a distance of 25 meters using one hand and then completing the task using the other hand. The other end of the heel bar is carried by an instructor during this test. You pass if you complete the course without putting it down. This tests grip strength.



**YOU CAN FIND MORE FITNESS
ADVICE AT**

www.joinWYfirefighters.com

Important note: anyone who has any doubts about their health or physical ability to exercise should consult a doctor before beginning any physical training programme. This is especially important if you are (or think you might be) pregnant, if your health status has recently changed, haven't exercised for the last six months or have had a recent illness or injury. WYFRS cannot accept liability for any injury that may occur.

STEP 5

ASSESSMENT CENTRE & INTERVIEW

Candidates who reach this stage will be asked to complete an Application Form. The Assessment Centre comprises of six marked tests as follows:

Enclosed spaces — This tests your ability to navigate through a confined space in the dark in Personal Protective Equipment as quickly as possible.

Literacy tests — Tests a range of written communication skills.

Ability tests — You may be required to undertake a shortened version of the ability tests in order to validate your earlier scores

Team working — Tests a range of your skills when working as part of a team to solve a problem

Resilience — Designed to test how you measure risk, keep control, gather and communicate information in a challenging situation

Empathy — Designed to measure your empathetic, communication and information gathering skills

Candidates failing to reach a satisfactory standard at any stage of the Assessment Centre will be unable to proceed further.

Successful candidates will be invited to attend for a one hour panel interview. The interview will be our chance to find out more about you through a series of probing questions. Remember to do your research about us and also think about why you want to be a Firefighter and what you would bring to the role. It will also provide you with an opportunity to find out more about us by asking us any questions you may have.

STEP 6

MEDICAL

You will be asked to complete a health questionnaire about your medical history. You will also be asked to provide a signed GP consent form – this gives permission for the Occupational Health Unit to ask your GP for medical information in confidence.

These checks are in place to protect your health, safety and welfare, that of your colleagues, and the public whom you serve. In line with Authority policy, you will also be required to participate in drug and alcohol screening at some point during the recruitment process.

OCCUPATIONAL HEALTH CHECK

This will be conducted by our Occupational Health Unit at Fire Service Headquarters. This will include an assessment of:



Height — recorded in order to work out your Body Mass Index (BMI) and complete other tests.



Weight — recorded to work out the BMI. Body fat, neck and waist measurement may also be recorded.



Vision — all applicants must have an eye test with the Authority-approved opticians. Visual acuity without the use of glasses or contact lenses must be at least 6/18 and 6/24. If you have a colour vision problem or have had laser eye surgery, you may be referred to a specialist for further assessment.



Hearing — you will be asked to complete an audio questionnaire prior to a full hearing test carried out in a sound reduction booth. If a hearing problem is found or you have any history of ear or hearing problems, the Authority Medical Advisor (AMA) may refer you for a practical hearing assessment.



Lung function — this assesses your lung capacity. If you have a history of childhood asthma or other lung condition, you may be referred for further tests.



Blood pressure and pulse readings — they should be within the normal range and it may be necessary to take several readings. If the readings are found to be persistently outside the norm, you may be asked to come back another day, or referred to your GP before a final decision is made.



A urine test — this is used to identify possible abnormalities, signs of disease or presence of banned substances.

In addition to the Occupational Health Check you will have an appointment with the Authority Medical Advisor (AMA) at Fire Service Headquarters. During this assessment you will have a medical examination and all the medical information will be reviewed.

The AMA may refer you for further tests, medical assessments or seek specialist consultant advice, if necessary. The AMA will make their recommendations based on all the information available. Certain medical conditions may preclude you from being a firefighter.

Important note: all personal medical information or test results are confidential and kept securely by the Occupational Health Unit. No personal medical details will be released without your prior, written consent, in line with the Data Protection Act 1998. The details are not made available to the recruiting team, only the final outcome (i.e. successful or unsuccessful at this stage).

If you are unsuccessful during the selection process, all documentation relating to the medical process will be kept for 6 months after your application, after which it will be securely destroyed. If you are successful in being appointed, all medical documentation will be kept by the Occupational Health Unit and form part of your medical record.

...AND FINALLY

We must, as a Government Agency, check the information you provided in your application.

You will be required to provide evidence of your identity (e.g. passport, driving licence, birth certificate, including one photographic document), details of references covering a minimum of three years' work/academic history and five years' address history. You will also have to complete baseline security checks and a Disclosure Scotland check and an online check of your driving licence.

Please ensure you can provide this information and that you are happy to disclose it. Failure to provide all the required information will result in a conditional offer being retracted at a later stage.

Should these prove satisfactory, you will be offered a post as a firefighter.

The following pages explain what will happen next.



TRAINING & PROBATION

ONCE YOU'VE BEEN OFFERED
A POST AS A FIREFIGHTER,
YOU'LL BE GIVEN A CONTRACT
OF EMPLOYMENT AND INVITED
TO JOIN A TRAINING COURSE.

Training is carried out over a number
of phases to begin with, then continues
throughout your career as a firefighter.



BASIC TRAINING

Firefighter training consists of 3 different elements, and whether you are a wholetime or an on-call firefighter, you will take part in all 3 phases of learning – acquisition, application and maintenance.

ACQUISITION PHASE

Initially, you will undergo training to learn the basic core skills required to perform safely as an operational firefighter. Your learning will be centred around the following:

- Pumps and ladders
- Breathing apparatus
- Casualty care / trauma
- Road traffic collisions
- Lines (rope) and water safety
- Hazardous materials

You will complete your training as part of a team, and it's essential that you maintain a high level of fitness prior to and during this phase of learning.

The training is non residential and will be held at Fire Service Headquarters.

As a wholetime firefighter, you will also complete training around specific fire prevention activities. This will enable you to contribute to community safety as soon as you arrive on your allocated station.

APPLICATION PHASE

This second phase of training is carried out on your allocated station, whilst working your duty system as an operational firefighter.

During this period of time you will complete a Level 3 NVQ in Fire Service Operations in the Community as well as undergoing continuous assessment during your probationary period, which normally lasts between 18 to 24 months.

MAINTENANCE PHASE

Once the NVQ and probation assessment have been completed successfully, you are deemed a competent firefighter. Training doesn't stop, however, as you are required to maintain your competencies (and fitness) as an operational firefighter throughout your career.

SUPPORT

A team of trained and dedicated colleagues will be on hand to offer you support throughout your whole career. In addition, individuals who are trained instructors on fire stations will also provide guidance and support where necessary.

FIND OUT MORE
RANGE OF INCIDENTS
p22



ARE YOU FIREFIGHTER FIT?

THE ROLE OF A FIREFIGHTER CAN BE PHYSICALLY VERY DEMANDING. CONSEQUENTLY YOU'LL BE REQUIRED TO MAINTAIN GOOD GENERAL LEVELS OF PHYSICAL FITNESS THROUGHOUT YOUR CAREER.

Important note: Good exercise training advice should be highly specific to you as an individual, and will depend upon your general health, age, current fitness level, previous training history, lifestyle and ultimate fitness goals. Ideally seek advice from a qualified fitness professional.

If you are in any doubt about your health or physical ability to exercise, consult your doctor before commencing any physical training programme. This is especially important if you are (or think you might be) pregnant, if your health status has recently changed, or have not exercised for the last six-months or have had a recent illness or injury.



STRENGTH STANDARDS

If you are able to achieve the following benchmarks this will increase your chances of passing the physical tests.



Lift 35kg or more on a seated barbell shoulder press (from shoulders to full extension).



Using a single rope attachment on a lat pull down machine, pull 28kg for 23 repetitions or more at a rate of 35 reps/min (from full extension to your chest).



Using a single rope attachment on a lat pull down machine, pull 60kg or more (from full extension to your chest).



Pick up a single 25kg dumbbell from the floor with one hand, as if you are picking up a suitcase and walk 25m without putting it down, then switch hands and walk back. Do this for 2 sets.



Complete the 12 minute treadmill test as follows: Speed 6.2kph. No holding on, must be done as a walk.

- Level 1: 0-2 minutes at 0% gradient.
- Level 2: 2-4 minutes at 3%.
- Level 3: 4-6 minutes at 6%.
- Level 4: 6-8 minutes at 9%.
- Level 5: 8-10 minutes at 12%.
- Level 6: 10-12 minutes at 15%.

PHYSICAL FITNESS GUIDE

To get more health and fitness advice and for more specific information about getting fit, please see our Physical Fitness Guide.

Download it at
www.joinWYfirefighters.com



PHYSICAL FITNESS

OPTIMUM PHYSICAL FITNESS FOR FIREFIGHTERS TRANSLATES INTO BEING ABLE TO CARRY OUT FIREFIGHTING ACTIVITIES SUCCESSFULLY AND WITHOUT UNDUE FATIGUE.

The key fitness components for firefighting are:

Long-term aerobic endurance

Muscular strength

Muscular endurance

Flexibility



HOW TO DEVELOP & MAINTAIN PHYSICAL FITNESS

Improving physical fitness requires some self-discipline and efficient use of time, as an effective exercise routine needs to be completed on a regular basis (at least 3 days per week). Your training should be gradual and progressive, starting gently and building up the intensity over time. This will produce an improvement in your fitness by placing greater demands on your body.

Any physical training programme has 4 key components that can be manipulated to produce the desired training effect. These are:

MODE OF EXERCISE

the type e.g. cycling, running, swimming

TRAINING INTENSITY

how hard you are exercising

TRAINING DURATION

how long you are exercising

TRAINING FREQUENCY

how often you are exercising

By specifically modifying these four components of training, you will be able to develop and maintain aerobic endurance, muscular strength, muscular endurance and flexibility.

The mode, frequency and duration of exercise are easy to plan and monitor with a notebook and stopwatch. Setting the correct exercise intensity for muscular strength and endurance training is usually done by counting the number of repetitions that you are able to perform on a particular exercise.

10–15%

The gains in aerobic fitness over a structured 8-12 week training programme typically average about 10-15%.



**YOU CAN FIND MORE FITNESS
ADVICE AT**

www.joinWYfirefighters.com

As a good general overall level of fitness is required to undertake firefighter training and good fitness levels cannot be acquired overnight, you should only undertake this programme if you already have a basic general level of aerobic fitness. The gains in aerobic fitness over a structured 8-12 week training programme are highly individual specific, but typically average about 10-15%. Therefore, you will need to start with a reasonable level of aerobic fitness to meet the required NFST's physical standards with only 8 weeks of training.

KEEPING UP YOUR FITNESS

AS A FIREFIGHTER YOU WILL NOT ONLY HAVE TO DEMONSTRATE YOUR FITNESS AS A NEW RECRUIT, BUT YOU WILL ALSO HAVE TO PROVE THAT YOU CAN MAINTAIN YOUR FITNESS LEVELS.



A BALANCED DIET

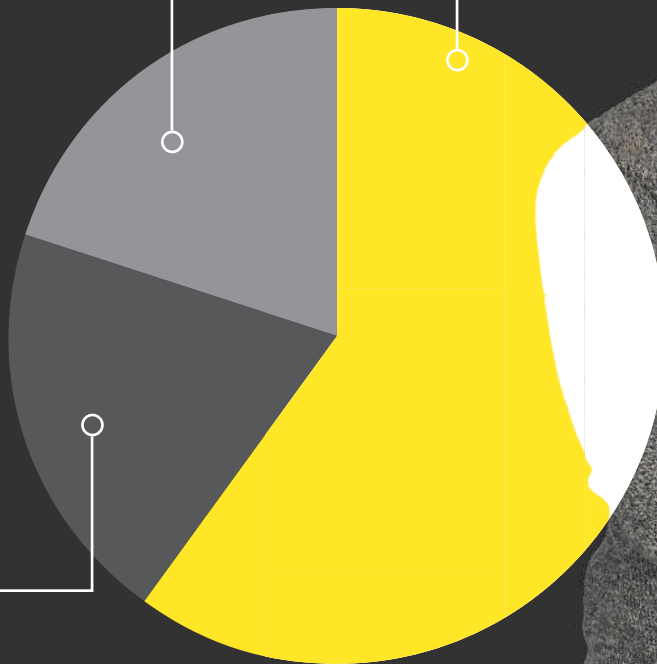
EATING A BALANCED DIET WILL
HELP SUPPORT YOUR PERSONAL
FITNESS GOAL.

20%
ESSENTIAL FATS

60%
CARBOHYDRATES

Eating a balanced diet will help support your personal fitness goal. Approximately 60% of your diet should come in the form of carbohydrates, 20% from good sources of protein and the rest from essential fats.

20%
PROTEIN



COMPLEX CARBOHYDRATES

Complex carbohydrates release their energy slowly, prevent lulls in energy and can help prevent unnecessary snacking. Examples of this type of food include:

Wholegrain cereals

Rice

Pasta

Cous cous

Pulses

Vegetables

Fruit



GOOD QUALITY PROTEIN

Good quality protein will help repair the body from daily wear and tear, and to repair any muscle damage caused through exercise.

Vegetables

Pulses (beans, lentils)

White meat (turkey, chicken)

Fish

Soya products (eg. tofu)

Red meats, such as beef and lamb are high in saturated fat so should be eaten in moderation.

ESSENTIAL FATS

Essential fats come in the form of the omega oils and from poly and mono saturated fats.

Remember that essential fats still need to be taken in moderation. They are high in energy and therefore calories, so only a relatively small amount is required.

Oily fish (eg. sardines and mackerels)

Seeds

Nuts

Oils (eg. olive and sunflower)



ON-CALL FIREFIGHTERS



OUR ON-CALL FIREFIGHTERS
WORK ON A RETAINED DUTY
SYSTEM (RDS). THEY ARE
SKILLED PEOPLE FROM ALL
WALKS OF LIFE, WHO OFFER
EVENING, DAYTIME AND/OR
WEEKEND COVER.

They work for us in addition to their normal day-to-day activities, like main employment or caring responsibilities.

HOW IT WORKS

Alerted by a pager, on-call firefighters respond as part of a crew to incidents. They are ready to go to a 'shout' the moment an emergency call comes in and are committed to working on the front line, saving lives and property.

The role calls for determination, self-motivation and above all, a desire to serve the community in which the firefighter lives and/or works. We look for dedicated people who reflect the communities we serve and share our Core Values.





ESSENTIAL REQUIREMENTS

On-call firefighters must:

Live and/or work within one mile of the fire station they wish to work at, or be able to get there within 5 minutes of receiving an emergency call (travelling to the station at normal road speed)

Commit to attend training drills once a week at the station

Be able to provide cover during hours that are specific to the station's requirements

Ensure their main employer (if you have one) has given them permission to be an on-call firefighter (this is because, on occasions, they may have to leave their main employment to attend an incident)

Be 18 or over at the date of commencing employment and eligible to work in the UK

FOR MORE INFORMATION ABOUT BEING AN ON-CALL
FIREFIGHTER PLEASE VISIT OUR WEBSITE AT
WWW.WESTYORKSFIRE.GOV.UK

YOUR NEXT STEPS

BEING A FIREFIGHTER INVOLVES
MAKING A **COMMITMENT**.
THE TRAINING AND DEDICATION
TO THE ROLE IS **DEMANDING**,
BUT THE ROLE PROVIDES
REAL **REWARDS**.



Join our professional team and make a difference in the West Yorkshire community today. We'll help you uncover strengths you didn't even know you had and you'll soon start noticing the benefits.


**IF YOU ARE UP TO THE CHALLENGE THEN
WE ARE WAITING TO HEAR FROM YOU.**

GOOD LUCK

DON'T FORGET

There are lots of ways to get in touch with us if you need more information or have any questions:

 www.joinWYfirefighters.com


 www.westyorksfire.gov.uk

 wholetimeapplications@westyorksfire.gov.uk

 facebook.com/westyorkshirefire

 [@WYFRS](https://twitter.com/WYFRS)

 [WestYorkshireFRS](https://www.youtube.com/WestYorkshireFRS)

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