

## **Nottinghamshire Fire & Rescue Service wholetime firefighter recruitment - opens on 24<sup>th</sup> August 2020 at 10am.**

You will be able to register your interest and start your application from 10am on the 24<sup>th</sup> August 2020. This will involve participating in a simple multi-stage online sifting process requiring you to complete and pass various stages before being asked to complete a formal application form. This process is used to help us manage the high volumes of applications we receive for this role, fairly and efficiently.

Due to the high volumes, the process will be managed online and supported **by email only** and you will be given clear instructions and how to access support if needed, at each stage. Detailed information explaining how the process works and the dates of each stage are included in our recruitment guide published on this page. *You must read this guide carefully before starting the online process*, it will help you understand and complete the process successfully without the need to contact us directly. Should we need to contact you we will do so directly by email or telephone when necessary.

### **Online Registration**

All applicants must complete the registration and eligibility screening stage to formally start your application. This takes less than 15 minutes to complete and must be completed before the set closing date/time. From this time/date the online portal will be closed and no late registrations will be possible under any circumstances.

You will need to register your name, address, contact number, e-mail address (all communications will be by e-mail so it is critical that you use one e-mail address only and check this throughout the selection process) and National Insurance Number (please ensure you have this available when you register).

As part of the registration you will also be asked to give details relating to equality and diversity which is optional. We encourage you to complete this accurately as it provides us with useful information on the diversity statistics for all applications received.

As part of the registration process you will also be asked if you meet certain criteria to include:

- reside within the City or County of Nottinghamshire area
- be able to permanently live and work in the UK without any restrictions,
- be aged 18 at the 1 April 2021
- current serving member of the armed forces, direct family member of a serving member of the armed forces or ex member of the armed forces who has served within the last 3 years.

***You must ensure you read the questions carefully and answer them accurately, you cannot amend them once recorded.*** If you do not meet all the above criteria you are not eligible and will not be allowed to proceed with your application. The criteria are applied strictly and consistently and **no exceptions will be made**. Therefore, please do not contact us to query the criteria or seek to apply if

you do not meet the basic eligibility requirements. *If it is found at a later stage that you do not meet the essential criteria you will be automatically removed from the process.*

The online sifting process will be managed on behalf of Nottinghamshire Fire & Rescue Service by HR Solutions Hub, a professional service who specialise in administering the assessments and tests which make up the sifting process.

Whilst you are participating in the sifting process, please check your e-mails daily, including trash/spam folders for instructions as to when and how to access the various stages. We need to adhere to a strict timetable and if you miss an e-mail this is your responsibility and **we will not extend deadlines under any circumstances.**

Once you have completed the registration and eligibility stage you will be informed on screen whether you have:

- passed and will be contacted to progress as per the published process
- been unsuccessful and the reason why
- or that you have been referred to the HR Department of Nottinghamshire Fire & Rescue Service because we require further information from you before deciding if you are eligible.

These outcomes are clearly explained and final and you do not have the right of appeal.

### **The Online Assessment Process**

This is a timetable showing the timing of the online sifting process. Please make a note of these to avoid missing your opportunity to complete them in time.

<b>Activity Required</b>	<b>Start and closing dates</b>
Online registration	Start: 24/08/20 at 10am Close: 28/08/20 at 12am (midday) or upon receipt of the first 600 submitted applications, if this is sooner
Stage 1 – FRS Ability Tests	Start: 01/09/20 at 10am Close: 04/09/20 at 12am (midday)
Stage 2 - Situational Judgement Test	Start: 08/09/20 at 12am (midday) Close: 11/09/20 at 12am (midday)

## Stage 1 – Fire Service Ability Tests

On the 1<sup>st</sup> September 2020, you will receive an email from the **Test Partnership** system with a link to access the FRS Ability Tests. These are short tests measuring your written, numerical and mechanical reasoning. The deadline to complete them is the 4<sup>th</sup> September 2020 at 12am (midday). If you do not complete it before this time you will not be progressed further in the recruitment process. If you have passed you will be progressed to the next assessment which is the Situational Judgement. You will be informed whether you have passed or been unsuccessful through these Fire Service Ability tests by email on the 8<sup>th</sup> September 2020.

We strongly advise that you complete each stage as soon as possible and do not leave it until the actual deadline. **No extensions to any of the deadlines will be given.**

## Stage 2 - Situational Judgement Test

On 8<sup>th</sup> September 2020, you will receive an email from the **Apollo** system with a link to access the Situational Judgement Test. The deadline to complete this questionnaire is the 11<sup>th</sup> September 2020 at 12am (midday). If you do not complete it before this time you will not be progressed further in the recruitment process. You will be informed whether you have passed or been unsuccessful on the 15<sup>th</sup> September 2020.

If you have passed you will be contacted further by Nottinghamshire Fire and Rescue to advise of what they need you to do next. If you have been unsuccessful your application will not be considered further.

## General Guidance and Information

All the online stages should be completed by *yourself alone and unassisted* on a computer, laptop or tablet. They are not compatible with a smartphone. You should ensure that you have a *stable internet connection* when accessing and completing all the online stages. **Checks will be undertaken at a later stage in the selection process to verify that you have completed these tests without assistance.**

Should you experience any IT issues accessing the online system during any of the online stages please email [info@hrsolutionshub.co.uk](mailto:info@hrsolutionshub.co.uk) for assistance. This support is available within *0900 and 1800, Monday to Friday only*. Any emails received outside these hours will be responded to by 1200 on the next working day. Support is only available via email so please do not attempt to contact us by telephone.

As we receive many hundreds of applications, we will not be able to provide you with individual feedback on your results.

Should you require any information during the online sifting process described above, you should refer to this guide as it will have all the information you need.