



## APPLICATION FOR EMPLOYMENT AS A RETAINED FIREFIGHTER IN NSW FIRE BRIGADES

Mail applications to: *The address specified in the relevant advertisement or to the relevant address (refer to the last page of this application form).*

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### ENTRY REQUIREMENTS AND STATEMENT OF UNDERSTANDING

I am aware that in being considered for a position as a retained firefighter with the New South Wales Fire Brigades:

- I must be an *Australian Citizen or Permanent Resident*.
- I must have a current *Driver's Licence* (not Learner's Permit).
- I understand that I may be required to undertake a selection test as part of the application process
- I will attend fire calls, drills and exercises in keeping with the requirements of the position as outlined in clause 26 of the retained firefighter award and will undertake any study required of me.
- I have read the New South Wales Fire Brigades' Commissioner's Statement on Equal Employment Opportunity and Diversity, Harassment Prevention Policy, Code of Conduct, Occupational Health and Safety Policy and the NSW Charter of Principles for a Culturally Diverse Society and give my commitment to adhere to these standards. These policies are located on our website at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au).
- I agree to attend recruit training which comprises 6 consecutive days at 8 hours per day and which should be completed within a six month period (this will require overnight stays with accommodation and meals at no cost to me).
- I understand that by joining the NSW Fire Brigades as a retained firefighter I am not automatically guaranteed progression to the permanent fire fighting ranks.
- I understand that I will be expected to become an Appliance Driver/Pump Operator within my first five years of service within the NSW Fire Brigades

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Brigade I am applying to join: \_\_\_\_\_

### PERSONAL DETAILS

Title: Mr  Mrs  Ms  Family Name:

First Name(s):

Postal Address:  
Postcode:

Residential Address :  
(if different to above) Postcode:  
**This information is compulsory and you may be required to produce documentary evidence.**

Date of birth:

Contact Details Work: Home:

Mobile: e-mail:

Driver's Licence Number: State of issue: Licence Class:

- 1) Are you an Australian Citizen?: Yes  No   
2) Are you a Permanent Resident? (only answer if applicable): Yes  No

If you are successful you must provide a certified copy of your birth certificate and drivers licence and documentary evidence of your citizenship or permanent residency status prior to appointment.

### EDUCATION

Do not include partially completed study

#### Secondary School (highest level achieved)

Qualification	Institution (School)	Year Completed

#### TAFE/Trades/Tertiary

Qualification	Institution	Year Completed

**Any other qualifications (must be a formal course of study, e.g. certificate or diploma course, not workshops, conferences, or training sessions of short duration)**

Qualification	Institution	Year Completed

**Personal qualities/interests/skills which make you suited to the role of retained firefighter and reasons you are applying for this job.**

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**EMPLOYMENT HISTORY (Up to the last 10 years)**

**Current Position**

<b>Dates of Employment (month and year)</b>	<b>Position Title</b>	<b>Organisation</b>	<b>Full-time, Part-time or Casual</b>	<b>Main Duties</b>

**Previous Positions**

<b>Dates of Employment (month and year)</b>	<b>Position Title</b>	<b>Organisation</b>	<b>Full-time, Part-time or Casual</b>	<b>Main Duties</b>

<b>REFEREES</b>
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Referee checks will be conducted on candidates reaching the final stages of the selection process. Candidates will be expected to identify two referees who have been either their supervisors or managers in a working role. Candidates who have not previously been employed may use other referees, the nature of which will need to be cleared by the relevant Zone Office.

Name of Organisation (if applicable)	Name and Position held in the Organisation (if applicable)	Telephone Contact Number(s)	Your relationship to the referee

<b>CLAIM FOR THE POSITION</b>
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This is the most important part of the application. For each position selection criteria are stated in the advertisement. You must demonstrate in your application how you meet all of the selection criteria (you may include this information in a separate attachment).

**CRIMINAL RECORD**

Have you ever been charged, convicted, or cautioned in respect of any offence, including traffic offences, in NSW or elsewhere? YES  NO

If YES, provide details

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*A criminal record check will be conducted on all applicants prior to an offer of employment being made. Applicants with a criminal record will be provided with the opportunity to discuss their record. A decision will not be taken about any criminal record until the applicant has been given this opportunity.*

**I understand that failure to provide truthful responses may result in my application not being progressed. Similarly, if I fail to answer all essential questions on this application form my application will not be progressed.**

**I declare that all the above statements are true to the best of my knowledge**

Signed ..... Date ...../...../.....

**THANK YOU FOR YOUR INTEREST**

**OFFICE USE ONLY**

**Region:** .....

**Zone:** .....

**Authorised Strength** .....

**Actual Strength** .....

<b>Availability:</b>	<b>Daytime</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Shift worker</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Letter from employer</b>	<input type="checkbox"/>
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**Convenor's Name** .....

**Rank** .....

**Date** / / .....

<b>Birth Certificate sighted and copy attached:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Driver's Licence sighted and copy attached:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Medical Passed:</b>	<b>Pass</b>	<input type="checkbox"/>	<b>Fail</b>	<input type="checkbox"/>
<b>Criminal Record Check List No: 20</b>	<b>Pass</b>	<input type="checkbox"/>	<b>Fail</b>	<input type="checkbox"/>

**Date** / / .....

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**NSW FIRE BRIGADES EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION**

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**STRICTLY CONFIDENTIAL**

It is voluntary to complete this section. This information is collected by the New South Wales Fire Brigades to assess which groups are applying for firefighting positions and to ensure its selection processes are free of bias. This information will assist the NSW Fire Brigades in planning future testing processes and advertising strategies. Information provided will be kept strictly confidential and will not affect your application for employment.

**Q1. Are you female or male?**

- Female  
 Male

**Q2. Are you an Aboriginal or Torres Strait Islander?**

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such and is accepted as such by the community in which he or she lives.

If you are both Aboriginal and Torres Strait Islander, please mark both "Yes" boxes.

- Yes, Aboriginal  
 Yes, Torres Strait Islander  
 No

**Q3. Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?**

You should answer "yes" to this question if you are from a minority because of any of the following:

- your language background or accent
- your religion or culture
- your ethnic or racial appearance
- your country of birth or descent

- Yes  
 No

**Q4. What language did you first speak as a child?**

- English  
 Other Language

**Q 5. Where did you learn about this advertised position?**

- Newspaper
- Radio
- Internet
- Job agency
- Other (please specify)\_\_\_\_\_

**THANK YOU FOR YOUR APPLICATION  
PLEASE POST YOUR APPLICATION TO THE CLOSEST REGIONAL OFFICE TO  
YOUR HOME**

**CONTACT DETAILS OF REGIONAL OFFICES AND BUSINESS HOURS****REGION OFFICE WEST**

Attn: Human Resources Manager  
Parramatta Fire Station  
110-114 Wigram Street  
HARRIS PARK NSW 2150  
PO Box H4  
HARRIS PARK NSW 2150

Telephone (02) 9895 4600  
Fax (02) 9895 4688

**REGION OFFICE SOUTH**

Attn: Human Resources Manager  
Amarina Avenue  
GREENACRE NSW 2190

Telephone (02) 9742 7300  
Fax (02) 9742 7388

**REGION OFFICE NORTH**

Attn: Human Resources Manager  
55-57 Dickson Avenue  
ARTARMON NSW 2064

Telephone (02) 9901 2499  
Fax (02) 9901 2488