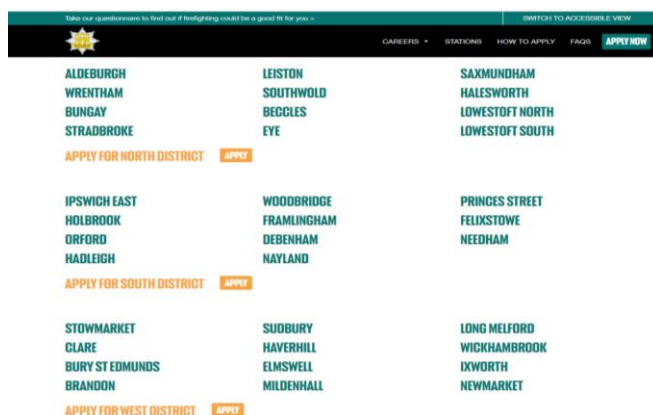


How to complete your application

Please read this guide before completing your application, this will help prevent any delays or needing to reapply if filled out incorrectly.

1. Click to apply for the correct district for your station – remember you must live or work within 5-8 minutes of the station.



1. You will see the job advert below. Read this to ensure you meet the minimum criteria and click the link to the **Job and person profile (JPP)**. This will give you more info on the role.

For more information

Please read our [On-Call Firefighter information pack](#) and visit our [On-Call Firefighter site](#).

For any further questions, please contact the **SFRS Recruitment Team** by emailing SFRS.Recruitment@suffolk.gov.uk.

How to apply

Step 1: Read the advert. [Job and Person Profile \(JPP\) \(docx\)](#).

Step 2: Complete the **Supporting Statement Form** which includes 3 questions (other formats will not be accepted).

Step 3: Click 'Apply Now' to start your online application and **upload your supporting statement** on the final page.

Please note: Without a supporting statement, your interest will not be progressed. Any supporting documents must be in either PDF or MS Word format.

If you require any reasonable adjustments to the application process before the next selection stage, please contact our Recruitment Team by emailing recruitment@suffolk.gov.uk or calling **03456 014412**. If you are invited to the next stage of selection, you will have another opportunity to request adjustments for the next stages of the process.

Closing date: 11.30pm, 30 September 2024.

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS (Disclosure and Barring Service) checks or police vetting will be required for relevant posts.

APPLY NOW

2. Download and complete the **Supporting statement** – **Save this, you'll need to upload it later.**

For more information

Please read our [On-Call Firefighter information pack](#) and visit our [On-Call Firefighter site](#).

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APPLY NOW

3. Enter your email address at the next screen– this will take you to our application form.
4. You will see an option to populate from your Indeed or LinkedIn profile, do **not** use this option as it is not compatible with our form for On-call Firefighters.
5. Complete the application form, be honest about any reasonable adjustments you need, neurodiversity or disabilities. These will not prevent you from gaining a contract as long as you can meet the minimum requirements and will help us to put any adjustments you need in place.
6. Once you have completed the form please attach the supporting statement you completed from the link in the advert and your references – **do not** upload CV's or cover letters as these will not be considered.



primary email address. You must provide details for at least two references below, including a valid email address.

ADD CANDIDATE REFERENCES

SUPPORTING STATEMENT

Please read the instructions in the 'How to Apply' section of the advert text and attach the requested information here, ensuring you have used any relevant templates. Please do not attach a CV unless specifically asked to do so in the advert. Your application will not be considered without the required supporting documents and any documents attached must be in either PDF or MS Word format.


DROP ATTACHMENT HERE *
or
UPLOAD ATTACHMENT

I agree to receive updates about new job opportunities.

I agree to receive marketing communications

7. Once you have completed your application you will see that it is **Under consideration**. Your application has been sent to our recruitment team and will be shared with the Watch Manager from your station. Once they have accepted your application you will be notified – please be patient at this stage as we get a large number of applicants and contracts are given on a number of factors including cover and availability hours and the needs of the station.

If you are unsuccessful at any stage you will be notified and can request feedback on your application. Remember if you are unsuccessful you are always welcome to reapply at a later date – it may be that your current availability is not required by the station but may change when a vacancy opens up.

If you have any questions regarding the process please contact the recruitment team by emailing: sfrs.recruitment@suffolk.gov.uk

Good luck!