**FIRE SERVICE WORK EXPERIENCE PROGRAMME 2018**

**STATEMENT OF APPLICATION**

If you would like to be considered for a place on the **Fire Service Work Experience Programme** in 2018, please complete and return this application to odadmin@syfire.gov.uk or by post to Organisational Development, South Yorkshire Fire & Rescue, 197 Eyre Street, Sheffield, S1 3FG.

**Deadline:** The deadline for submissions is **9am Monday 19th March 2018**.

We will be in touch with you to confirm whether you have a place on the scheme by **Tuesday 10th April 2018.**

**Summer 2018**

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| **Please tick the placement for which you would like to be considered (details of each placement are attached)** |
| Community Safety |  | Civil Protection & Business Continuity |  | Human Resources |  |
| Performance Data & Research |  | Business Fire Safety |  |

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| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **School Year:** |  | **DOB:** |  |
| **School:** |  | **Telephone No.:** |  |
| **Email Address:** |  | **Date of work experience:** |  |
| **Home Address:** |  |

**1. Individual Statement**

Please use this space to explain why you want to come to South Yorkshire Fire & Rescue for your work experience and what you would hope to learn from your time here.

Signed: Date:

**2. School Endorsement**

Please ask a representative from your School to support your application for our work experience scheme. They should use this space to explain why they think this scheme is appropriate for you and why you should be given this opportunity.

Signed: Date:

Name: Position:

**NB. Please ensure this statement has been signed by yourself & your School Representative prior to sending it in.**

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**Equality Monitoring**

**The information on this section of the form is for monitoring purposes only and forms no part of the selection process.** It will be detached from your statement on receipt and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence.

Completion of this section of the form is voluntary, but the information will help us to ensure equality of opportunity.

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| **Section 1 – Gender** |
| Gender: | Male | Female | Prefer not to say |

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| **Section 2 – Disability** |
| Do you consider yourself to have a disability? | Yes | No | Prefer not to say |
| N.B. Details may be requested if you are considered for a place on the scheme. |

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| **Section 3 – Ethnicity** |
| Ethnic Origin Code (*e.g.* 1-A = White British) |       |
| *Ethnic Origin Codes to choose from:* |
| 1. WHITE

1-A - White British1-B - White Irish1-C - White Other  | 1. MIXED

2-D - White and Black  Caribbean2-E - White and Black African2-F - White and Asian2-G - Any other mixed background | 1. ASIAN OR ASIAN BRITISH

3-H - Indian3-I - Pakistani3-J – Bangladeshi3-K – Any other Asian  background | 4. BLACK OR BLACK BRITISH 4-L - Caribbean4-M- African4-N- Any other Black  background | 5. OTHER5-O – Chinese5-P – Other5-Q – Not  stated  |

**South Yorkshire Fire & Rescue Service – Work Experience Scheme 2018**

**Placement Options**

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| --- | --- | --- | --- |
| **Department** | **Content** | **Placement Duration** | **Location** |
| **Community Safety** | The student will gain valuable experience out in the community interacting with all age ranges offering advice and support alongside our experienced community safety team.They will gain experience in everything that makes the team efficient and effective; from resource management, data inputting and general daily administration and work routines.Work includes schools education, specific events, targeted educational interventions, home safety checks and smoke alarm fitting. The individuals will benefit from working in a team environment building confidence and a greater understanding of community safety work. | 1 week | Lifewise Centre, Hellaby, S66 8LB |
| **Civil Protection & Business Continuity** | Emergency Planning – Working with the Emergency Planning Officer and Emergency Planning Assistant under supervision at all times.Mainly Office based, but with some external partner meetings and potential for site visits. May carry out work relating to Contingency Planning, Business Continuity, Protective Security, Exercising of plans dependent upon the department workload at the time. Involved in the preparation and maintenance of spreadsheets and reports using Office software. This placement will also include some time spent at our Training & Development Centre gaining an insight into the facility, the training and the instructor roles. | 2 weeks | CHQ, Eyre Street, Sheffield, S1 3FG |
| **Human Resources** | This placement will allow a student to spend time in the HR department. Time will be divided between the Employee Relations team and the Organisational Development team. Duties may include shadowing HR advisors, learning about the processes and systems used with HR and some general administration tasks. The placement will also include a research project & include feedback of findings to relevant members of the HR team. | 1 or 2weeks | CHQ, Eyre Street, Sheffield, S1 3FG |

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| **Performance Data & Research** | The placement in the Data team would be based at the Fire Service Headquarters in Sheffield. It would include carrying out data analysis (excel spreadsheets) on anonymised non sensitive data pertaining to secondary fires and their causes. The placement may also include some geospatial mapping and charting as well as gaining a good overview of the role of the department within South Yorkshire Fire & Rescue.   | 1 or 2 weeks | CHQ, Eyre Street, Sheffield, S1 3FG |
| **Business Fire Safety** | A placement in this area will provide the student with a good overview of the role of this department within South Yorkshire Fire & Rescue. Day-to-day work will include: General Administrative duties, incoming/outgoing post; scanning; using CFRMIS database to search for information; insight into word and excel.NB September/October time would be a good time for this placement due to the seasonal work; i.e. fireworks. However, a placement in the summer months would be considered. | 1 week | Doncaster Fire Station, DN2 6DR |