**cid:image001.gif@01CD8A80.F0E07020FIRE SERVICE WORK EXPERIENCE PROGRAMME 2015**

**STATEMENT OF APPLICATION**

If you would like to be considered for a place on the **Fire Service Work Experience Programme** in 2015, please complete and return this application to [odadmin@syfire.gov.uk](mailto: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 **4pm Thursday 30th April 2015.**

We will be in touch with you to confirm whether you have a place on the scheme by **Thursday 14th May 2015.**

**Date: Monday 29th June – Friday 3rd July 2015 (One week only)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick the placement for which you would like to be considered (details of each placement are attached)** | | | | | | | | | |
| Community Fire Safety - Hellaby | | |  | Community Fire Safety - CHQ | | | | |  |
| Finance |  | Human Resources | | |  | TDC - Administration |  | TDC - Operations |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **School Year:** |  | **DOB:** |  |
| **School:** |  | **Telephone No.:** |  |
| **Email Address:** |  | | |
| **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.**

**If both areas are not signed we will be unable to consider your application.**

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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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 British  1-B - White Irish  1-C - White Other | 1. MIXED   2-D - White and Black  Caribbean  2-E - White and Black African  2-F - White and Asian  2-G - Any other mixed  background | | 1. ASIAN OR ASIAN BRITISH   3-H - Indian  3-I - Pakistani  3-J – Bangladeshi  3-K – Any other Asian  background | 4. BLACK OR BLACK BRITISH  4-L - Caribbean  4-M- African  4-N- Any other Black  background | 5. OTHER  5-O – Chinese  5-P – Other  5-Q – Not  stated |

**South Yorkshire Fire & Rescue Service – Work Experience Scheme 2015**

**Placement Options**

|  |  |  |
| --- | --- | --- |
| **Department** | **Content** | **Location** |
| **Community Safety (CS)** | 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.  (There are 2 places on offer in CFS – one at each of the locations shown) | 1 x Lifewise Centre, Hellaby,  S66 8LB  1 x Headquarters  S1 3FG |
| **Technical Fire Safety (TFS)** | Our Technical Fire Safety team are responsible for ensuring that non-domestic premises in South Yorkshire have appropriate fire precautions & plans in place to keep them safe and meet the requirements of legislation. This placement will involve shadowing of the Inspectors and gaining an understanding of the frameworks within which they work. | 1 x Handsworth  S13 9QA |
| **Training Centre -**  **Operations** | The Training & Development Centre (TDC) at Handsworth is where the majority of the core, safety critical training courses for operational staff take place.    The student will be based with the Station Managers at the Training Centre (TDC). They will go out with the instructors on various training courses. Time will be spent observing and participating in the Operations courses, visiting the Fire House and assisting the Fireground Operatives. | 1 x Handsworth  S13 9QA |
| **Training Centre -Administration** | This is an office based placement at TDC and will involve a range of general in house administration tasks. These will include photocopying, laminating, filing, scanning, printing certificates, and updating the TDC Bulletin Boards. | 1 x Handsworth  S13 9QA |
| **Human Resources** | This placement will allow a student to spend one week 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. | 1 x Headquarters  S1 3FG |
| **Finance** | An opportunity to spend a week in a busy Finance Department. Time will be split between two areas:  Payments and Revenues: Entering Invoices onto the financial system, Entering allowances and expenses onto spreadsheets, Supplier changes, Scanning, Invoice queries.  Accountancy: Bank reconciliation, Analysis of budget codes, Entering journals, Scanning. Some time may also be spent looking at excel, word and other MS office applications. | 1 x Headquarters  S1 3FG |