



Wholetime Duty System

Firefighter Recruitment Campaign

Candidate Information Pack

Contents

Job Advert	Page 4
Eligibility Criteria	Page 5
The Recruitment Process	Page 6
<ul style="list-style-type: none">- Stage 1: Online Registration- Stage 2: Firefighter Assessments- Stage 3: Ability Tests- Stage 4: Interview	
Appointment:	Page 9
<ul style="list-style-type: none">- Job Share- Offer of Appointment and DBS check- Conversion Course	

Thank you for your interest in applying to become a Wholetime Firefighter with Shropshire Fire and Rescue Service.

The role for a modern Firefighter is working with, and for, the local community, trying to prevent emergencies happening and responding when they do. Firefighters learn how to work with partners, and within a team. They learn to respond safely to a wide range of emergencies including road traffic collisions, flooding, people who are trapped, chemical spillages and the new threats associated with terrorism.

Alongside this Firefighters also work within a wide range of community safety and education programmes, often in conjunction with other agencies, delivering the prevention messages that keep the most vulnerable safer from harm.

Being a modern-day firefighter is a demanding but highly rewarding job. We are looking for people with a rounded set of skills and experiences. You will need to be able to communicate effectively with the public, to care for people when they are most in peril and to be able to think and act rationally when the going gets tough.

If you think this describes you, we are waiting for your application.

Our job is putting Shropshire's safety first.

This candidate information booklet has all the details you need for each stage of the process. It is important that you read this document as it provides information on how you will be assessed and the timetable for each stage. Applicants should note that the timetable is fixed and alternative dates cannot be offered.

The Service wishes all candidates the best of luck during this process. If you have any additional questions or queries prior to commencement of the process, please contact us via email:

recruitment@shropshirefire.gov.uk

Shropshire Fire and Rescue Service have a strong commitment to equality diversity and inclusion at work. We want to reflect the communities we service and therefore we positively welcome applicants from disabled people and minority groups who are under-represented in our Service.



Firefighter Transfer Opportunities

Wholetime Firefighter (Competent)

Salary £38,881 per annum

42 hours per week - shifts

We have opportunities for experienced Wholetime Firefighters at Shropshire Fire and Rescue Service. Applications are invited from current serving Wholetime Competent Firefighters on NJC terms and conditions of service, currently serving with a UK Fire Authority and who hold a NVQ Level 3 in Operations in the Community, or equivalent.

Applications are also invited from currently serving Competent On Call Firefighters within Shropshire Fire and Rescue Service under our Internal Transfer Process.

It is preferable for applicants to be Emergency Fire Appliance Driver (EFAD) qualified, but not essential.

Applicants must be able to provide confirmation of competence and an in date medical and fitness test.

The recruitment process will consist of the following stages:

- Online application
- Online assessments
- Interview
- Conversion Course

The online process will go live in January 2026. Interviews are scheduled to take place in February 2026. Successful candidates will be required to undertake a Firefighter Conversion course which will commence on 13 April 2026.

For further information please contact Group Manager Chris White, or Group Manager Tom Hatfield on 01743 260200

Shropshire Fire and Rescue Service have a strong commitment to equality diversity and inclusion at work. We want to reflect the communities we service and therefore we positively welcome applicants from disabled people and minority groups who are under-represented in our Service.



Eligibility Criteria

To be eligible to apply, candidates must meet the following criteria:

- Be a current serving Wholetime Competent Firefighter on NJC terms and conditions of service, currently serving with a UK Fire Authority.
- Be a current serving Competent On Call Firefighter with Shropshire Fire and Rescue Service.
- Hold a NVQ Level 3 in Operations in the Community, or equivalent
- Hold an in date medical and fitness test.

Upon completion of registration, you will be required to submit evidence of competency, medical and fitness test whilst the rest of the process continues. This evidence should be sent via email to recruitment@shropshirefire.gov.uk. If this is not received by the end of the online process, applications will be automatically rejected.

The Recruitment Process

This section will give you an overview of the recruitment process and what will be required of you. There are six stages to the process:

- Stage 1: Online Registration
- Stage 2: Firefighter Assessment
- Stage 3: Ability Tests
- Stage 4: Interview process
- Stage 5: Conversion Course

Stages 1 to 3 are only accessible online. Stage 4 will take place at the Service's Headquarters in Shrewsbury. Stage 5 will take place at the Service's Training and Development Centre in Telford.

You must ensure that you read all questions carefully, you cannot amend your answers once they are recorded.

Throughout the process please check your emails 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 email it is your responsibility and we will **not extend deadlines under any circumstances**.

In the unlikely event that you encounter any technical/log in issues for any of the online assessments it is essential to let us know prior to that stage of the assessment closing to Applicant.support@hrsolutionshub.co.uk. Failure to do so will terminate your application process. **This email is only for technical support during the online stages of this process. Do not use it to make non-technical support requests or for any queries regarding the process in general.**

Stage 1 – Online Registration

The Online Registration stage requires you to complete some personal information and to register to undertake the recruitment process.

You will then be asked a number of questions to make sure you are eligible to apply. As part of this you will be asked:

- Whether you will be 18 at the commencement of the recruits course (please refer to the Candidate Pack for details on dates)
- Whether you are eligible to work in the UK
- Whether you have any unspent criminal convictions (please refer to the Candidate Pack for more information)
- Whether you have any outstanding County Court Judgments (please refer to the Candidate Pack for more information)

- Whether you have any other applications pending, or in a process, with another Fire and Rescue Service.

With regards to unspent criminal convictions, Nacro provide some information on the Rehabilitation of Offenders Act, and this can be found by visiting:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/#longspent>

If you are unsure whether your conviction is spent or its status please take separate legal advice.

If you do not meet the eligibility criteria you will not be allowed to proceed with your application. The criteria are applied 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 eligibility requirements. **If it is found at a later stage that you do not meet the eligibility criteria you will automatically be removed from the process.**

Please note, you will be required to carry out a DBS check upon appointment.

All online stages will open and close from midday on the date specified.

The timeframes for completion of stage 1 are listed below

	What is involved?	How long will it take?	Stage Opens	Stage Closes
Stage 1 - Online Registration	Registration and Eligibility	Approximately 30 minutes to complete all sections	14 January 2026	28 January 2026

You will need your National Insurance number available when you apply in order to register, along with an email address. It is important that you check your email address is correct as the system will use the email you have registered to contact you. If your email address is incorrect the system will be unable to contact you regarding your application. If you do not complete the Online Registration section you will be unable to access all other parts of the process and your application will be removed.

You will only be able to register once for this campaign so it is important that you check all details submitted are correct. There is no option to amend details once they have been submitted.

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

- Passed and will be contacted to progress to the next stage
- Failed, and the reason why

- That your application has been referred to the HR Department at Shropshire Fire and Rescue Service because further information is required from you before deciding if you are eligible

These outcomes are clearly explained and final. There is no ability to appeal the decision. Please note, CV's or any other form of application will not be accepted.

No knowledge, prior experience or revision are required for this assessment

Stage 2 – Online assessment

You will need to complete an online questionnaire called the Assessment for Firefighter. The Assessment for Firefighter is a behavioural assessment developed specifically for use by the Fire Service to measure the personality traits closely aligned with operational firefighter performance. It measures a person's personal preferences and values which have been identified as predicting real-world firefighter performance and engagement.

	What is involved?	How long will it take?	Assessment Opens	Assessment Closes
Stage 2	Assessment for Firefighter	Approximately 30 – 40 minutes, (this assessment is not timed)	2 February 2026	9 February 2026

Stage 3 – FRS Ability Tests

If you meet the requirements of stages 1 and 2, you will be invited to complete the FRS Ability Tests.

This stage involves completing two assessments, which are:

- Numerical Reasoning
- Verbal Reasoning

Numerical Reasoning measures your ability understand, interpret and evaluate numerical information. You will be presented with graphs, charts and numerical information and will then be required to make calculations based on this information.

Verbal Reasoning measures your ability to understand and interpret written information. You will be presented with passages of text and will be required to answer a series of questions to demonstrate your ability to interpret and analyse verbal information.

Reasonable adjustment can be applied for those who have notified us that they qualify for extra time.

The timeframes for completion of stage 3 are listed below

	What is involved?	How long will it take?	Assessments Open	Assessments Close
FRS Ability Tests	Numerical Reasoning Verbal Reasoning	These tests are timed and you will be notified of the time allocation before you start the tests	11 February 2026	17 February 2026

It is recommended that a desktop, tablet or laptop are used for all stages of the process. They are not compatible with smartphones.

The results of your tests can be verified at a later stage so you should ensure the responses you give when completing them are your own.

Stage 4 – Interview

Those successful at assessments will be shortlisted to undertake an interview process. If you are successful in gaining a place, you will be invited to attend the Service's Headquarters in Shrewsbury.

At this stage you will be required to complete, and bring with you, a kit measurement form.

Stage 5 – Conversion Course

Candidates successful at interview will be shortlisted for a place on the conversion course scheduled to take place on 13 April 2026. Please note, this is the only date available and no alternative dates will be available. Candidates must ensure that they are available for the conversion course.

Full course details will be sent to those candidates who are offered a placement.

Offer of Appointment and DBS Check

Offers of employment will be made to those individuals successfully gaining a place on the Recruits Course

Offers of employment will be subject to satisfactory references and DBS checks.

You will be asked to supply us with names and addresses of two persons who are able to act as referees. One of these **must** be your present or most recent employer. Referees must not be related to you.

You are also required to undertake a DBS check, which you will need to apply for yourself. For more information on DBS checks, please visit:

<https://www.gov.uk/request-copy-criminal-record>

You will not be required to undertake a DBS check until you are offered a conditional position.

Upon receipt of your DBS certificate, you be required to bring it into HR at Headquarters for verification. There is a fee for applications for DBS checks and this will be reimbursed by the Service upon verification.