

# CUMBRIA FIRE & RESCUE SERVICE

## VOLUNTEER INFORMATION AND APPLICATION FORM





**Cumbria Fire and Rescue Service is recruiting community volunteers to spread the fire safety message and help keep the county safe.**

**Volunteers assist the work of the Fire and Rescue Service in a variety of roles from carrying out home fire safety checks and fitting free smoke alarms to delivering Heartstart life-support courses.**

**They are also involved in:**

- **Assisting at events and community days.**
- **Getting involved in campaigns and speaking to residents about community and road safety issues.**
- **Introducing emergency plans to communities to reduce the impact of fire or flooding on people's lives.**
- **Raising awareness of the Fire and Rescue Service at community events.**
- **Arson prevention.**

Each member of the community volunteer team is given varied training, a uniform, paid out of pocket expenses and operates within a formal structure to ensure high standards of service are maintained.

As well as learning new skills and helping to keep the county safe, signing up as a volunteer is a good way to meet new people and give something back to the community.

And with there being no such thing as a regular volunteer, people from all backgrounds and ages are being encouraged to come forward and commit as little or as much time as they can spare.

**Is it for you?**

- **Do you want to make the most of your spare time?**
- **Are you looking for a refreshing addition to your job or family responsibilities?**
- **Would you like to make a difference to life in Cumbria?**
- **Would you like professional training?**
- **Would you like to play a part in ensuring Cumbria Fire and Rescue Service reflects the community it serves?**

**Who can apply?**

To be considered for appointment as a community volunteer, you must satisfy the following minimum requirements:

- **You must be aged 16 or over.**
- **You must be a British citizen or have the right to remain in the UK.**
- **We expect you to have high personal behaviour standards and to abide by our code of conduct.**
- **You need to demonstrate a genuine desire to serve the community, perhaps through previous voluntary activities or your occupation. Remember though, it's enthusiasm that counts for much more than experience!**

If you are in any doubt or have any questions when considering making an application, please contact our volunteers department on **01768 812612**.

## Volunteer case studies

### Derek Plumb

*“I have been actively involved with Cumbria Fire and Rescue Service as a community volunteer for almost two years. I have carried out a variety of activities including Junior Citizenship Scheme, home safety visits, fire safety talks in schools, road awareness programme as part of the National Citizenship scheme. I have received, as part of the volunteering team, the Together Towards Success award for delivery of HeartStart in the community.*

*I have participated in lots of training while volunteering including reception centre training to enable me to assist in local emergencies, and restorative justice training to help prevent re-offending between the victim and the perpetrator.*

*The work I have been involved in as a community volunteer has enabled me to give something back to the community and to work with members of the public in providing vital information and helping to prevent house fires, keeping safe and responding effectively to emergencies.”*



### Tony Jameson

*“Throughout my childhood I wanted to join the Fire Service and as soon as I saw a post to become a Community Volunteer, I jumped at the opportunity. Looking back at the past two years of being with Cumbria Fire and Rescue Service, I can honestly say it was been better than any opportunity I could imagine. Not only did I want to develop myself, I wanted to help other people develop themselves.*

*As a volunteer, I carried out many different activities including – Home safety visits, Fire safety presentations, HeartStart, Young Firefighter courses and Workington Fire Cadets. I have enjoyed everything I have done with the volunteers and I feel that it has been of great benefit and helped me to gain an apprenticeship within the Fire Service. It has taught me new skills, developed existing skills and given me qualifications I thought I'd never get. It has boosted my confidence and I would happily continue being a volunteer for years to come.”*



## Frequently asked questions

### What are the benefits of becoming a community volunteer?

Whatever duties you are involved in, you will learn a lot about people in general and skills such as how to be resourceful, self-reliant and confident. You will also be encouraged to develop initiative and team-building skills.

In addition, community volunteers who are ambitious, able and dedicated can progress in developing management and leadership skills which could be invaluable in your everyday occupation.

### Where do you perform your volunteer duties?

For convenience, volunteers usually carry out their duties from the nearest fire station to their home, although exceptions can be made in certain circumstances.

### How much time do you need to commit to the role?

You can contribute any time you can spare. Whether it be a couple of evenings a week, a few hours over the weekend, mornings or afternoons – whatever fits in best with your other commitments. While there is no set time commitment, we do encourage volunteers to try and perform a minimum of 200 hours a year, including training, which equates to around four hours a week.

### How does being a community volunteer fit in with everyday life?

Your commitment to Cumbria Fire and Rescue Service has to fit in with your everyday life – everyone has other commitments, including their families, and these must take priority. Essentially your duties as a community volunteer are carried out in your spare time – whenever that may be.

### For more information

For more information on becoming a community volunteer contact:

Volunteer Department

Cumbria Fire and Rescue Service, Penrith HQ, Carleton Avenue, Penrith, CA10 2FA  
or email [volunteers@cumbriafire.gov.uk](mailto:volunteers@cumbriafire.gov.uk)





## Community volunteer application form

The role of community volunteers within Cumbria Fire and Rescue Service is to ensure Cumbria is a safe place in which to live, work and travel.

### The objectives are to:

- Provide a friendly and accessible focal point of contact between the local community and Cumbria Fire and Rescue Service.
- Help raise fire and safety awareness within all sections of the community.
- Promote diversity within Cumbria Fire and Rescue Service.
- Promote community cohesion and well-being.

### Volunteers will be expected to:

- Consider the detail of the voluntary activity to be undertaken and their ability to manage their role and their time before committing themselves to projects.
- Discuss and agree any support necessary with their volunteer coordinator to maximise positive benefits to the organisation and the community.
- Ensure that their role as a volunteer is compatible with their professional role, if they have one.
- Observe the relevant requirements of the Services Code of Conduct.

### Volunteer Roles

When you join Cumbria Fire and Rescue Service as a community volunteer you will receive a basic outline of your role.

### Induction and Training

You will receive an induction into the volunteer programme and relevant training. Further training opportunities will be offered as needed.

### Support

A volunteer coordinator will be your main point of contact. They will guide you on your tasks and give feedback on your activities. They will also be available to discuss any problems or issues that you may have.

### Expenses

You will be entitled to claim out of pocket expenses for travel and other costs incurred while carrying out your role.

### Insurance

All volunteers are covered by Cumbria Fire and Rescue Service's insurance policy while they are on any Fire Service property or engaged in any task on behalf of Cumbria Fire and Rescue Service. To ensure that you have adequate insurance cover, it is important that you follow the guidelines of your role. It must be stressed that the insurance policy will only cover an individual if they adhere to their role and responsibilities.

### Health & Safety

Cumbria Fire and Rescue Service's health and safety policy will cover volunteers. Further information on policies and procedures are available in the Cumbria Fire and Rescue Service policy document.

### The Application Process

If you are interested in joining Cumbria Fire and Rescue Service – community volunteers:

- Please complete and return the application form.
- You will be invited for a short interview / chat.
- References will be requested.
- A (DBS) Disclosure & Barring Service check will be undertaken.

If your application is successful you will be offered induction and training. On completion of your training you will be formally accepted as a member of Cumbria Fire and Rescue Service – community volunteers.



## Application form

You should complete this form as fully and accurately as possible. Care in completing the form will help us to give your application the consideration it deserves. The details will be treated in strictest confidence.

### You should:

- write clearly in black / blue ink or complete the online version of the application form.
- remember to sign the declaration.
- use the continuation sheet if you need more space for any answer.

Data Protection Act 1998. Please note that the information supplied on this form may be held on computer and that the enquiries made in processing your application may include reference to personal data held on police computers.

### Completed Application forms should be returned to:

Cumbria Fire and Rescue Service, Community Volunteers, Penrith Headquarters,  
Carleton Avenue, Penrith, CA10 2FA.

Please mark your envelope '**Confidential**'. If you require further information, please do not hesitate to contact a Volunteer Coordinator on **01768 812612**.

## 1 Volunteer Details

Surname

Previous surname(s)

Full forenames

Title eg Mr/Mrs/Miss/Ms

Address

Postcode

Email address

Tel No. Home

Mobile

Nationality (If a Commonwealth citizen or foreign national, is your stay in the United Kingdom free of any restrictions?).

Please give details of your present situation. Are you a student, unemployed, employed, retired, other (please specify)? If you're a student or employed please give details.

How did you hear about Cumbria Fire and Rescue Service volunteers? eg leaflet, word of mouth, newspaper, website, firefighter, other (please specify).

## 2 Convictions and cautions

Have you ever been found guilty of an offence by any court?  
If YES please supply details.

YES / NO

Are there any outstanding summonses or charges against you?  
If YES please supply details.

YES / NO

Please note that having a criminal record will not necessarily exclude you from being considered for voluntary work. Failure to disclose a criminal record which later becomes known will, however, lead to instant dismissal from a volunteering role. Due to the nature of the work, some roles are exempt under the Rehabilitation of Offenders Act 1974 and you are required to declare all criminal convictions, including those which are spent.

## 3 Health and welfare

To help us allocate you safe and appropriate tasks please advise if you:

- Suffer from a medical condition or take any medication we'd need to be aware of.
- Are unable to do any activities such as standing for long periods, lifting and carrying.
- Have any other information we may need to know about to ensure your safety such as hearing or vision difficulties.

## 4 Driving

Do you have a car you'd be prepared to use for your voluntary activities?  
If YES please complete the following:

YES / NO

- Do you have a full driving licence?
- Do you have any current driving endorsements?

YES / NO

YES / NO

## 5 Availability

What times are you available for volunteering (please tick as appropriate)?

Flexible  Weekdays   
Daytime  Weekends   
Evenings

## 6 Motivation and experience

Why are you interested in becoming a volunteer for Cumbria Fire and Rescue Service and what would you like to gain from your volunteering experience? (Use continuation sheet in section 9 if required).

What skills and experiences (paid or voluntary) do you have that may help you in your role? eg good communicator, IT skills etc. (Use continuation sheet in section 9 if required).

What interests and hobbies do you have that may be relevant to this role?



## 7 References

Please give the names of two people who could give you a character reference. One should be someone who has known you for more than two years, who is not a family member.

Name

Name

Address

Address

Postcode

Postcode

Tel

Tel

Email

Email

Relationship to you

Relationship to you

How long have you known them?

How long have you known them?

## 8 Declaration

**Please ensure that you sign this declaration before submitting this form.**

I declare that the information given on this application form is to my knowledge true and I authorise Cumbria Fire and Rescue Service to undertake Criminal Record Checks.

Signature of applicant

Date

If you are under 18 years of age, we will also need your parent's or carer's signature

Signature of parent / carer

Date

Please print name

Relationship to applicant

## 9 Continuation sheet

Use this space to continue answers to questions.

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Use this space to continue answers to questions.



