



RECRUITMENT AND SELECTION

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POSITIVE ACTION

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The Service is committed to delivering programmes of Positive Action in order to encourage individuals from under-represented or disadvantaged groups to consider a career in the organisation.

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Initiatives in this context may include the following:

- open day events at fire stations;
- visible attendance at community events, careers events and job fairs at locations across North Wales;
- using virtual platforms and social media to engage with as wide an audience as possible.

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Nevertheless, the Service will not avoid or lower recruitment and selection standards to the benefit of individuals from under-represented groups; all candidates will have to achieve the required minimum standard in any assessments undertaken during the recruitment and selection process.

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Disability Confident

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As a Disability Confident employer, the Service is committed to recruiting and retaining disabled people and those with health conditions. Applicants with a disability will not be excluded unless it is clear that they will not be able to perform a duty or duties which are intrinsic to the role, once all reasonable adjustments have been taken into account.

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Applicants are requested to declare any disabilities or health conditions in the appropriate section of the equal opportunities monitoring element of the application form.

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All disabled applicants who meet the essential requirements of the job as set out in the Job Description and the Person Specification will be guaranteed an interview, with reasonable adjustments being made as appropriate.

Neurodiversity

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The Service is committed to promoting equality and fairness, and will consider all requests received during the recruitment process for support and reasonable adjustments; these will be made on a case-by-case basis and will be agreed with Line Managers in relation to the job for which the application has been made.

All applicants, whether internal or external, are encouraged to disclose any disability or neurodivergent conditions within their application so that any reasonable and appropriate adjustments may be considered. It is however recognised that applicants are not obliged to disclose a neurodivergent condition; nevertheless, the appropriate support can only be offered if the Service is made aware of the condition by the applicant.

Once a neurodivergent condition has been disclosed to the Service, applicants may be asked to provide further information or evidence in relation to any previous assessment of that condition. Such evidence may include:

- reports from specialist consultants;
- educational psychologists' reports;
- specialist statements of Special Educational Needs or of Additional Learning Needs, or Education, Health and Care Plans.

If, during the recruitment process, existing employees disclose a neurodivergent condition of which the Service was not previously aware, they may be referred to the Service's Occupational Health provider for further advice, this in relation to both their existing role and for the role for which they have applied; this is intended to ensure that they are fully supported.

Armed Forces Covenant

The Service is a signatory to supporting the Armed Forces Covenant and, as such, special consideration will be given to applicants who identify themselves as members of the Armed Forces community, namely those who serve, have served, their families and the bereaved.

Subject to the provisions set out in the [Armed Forces, Reserves and Veterans Policy – click here](#) and its associated procedures, a guaranteed interview will be offered to the following:

- veterans and their spouses / partners;
- serving regular members of the Armed Forces who are approaching the end of their service;
- spouses / partners of currently-serving regular members of the Armed Forces.

This is conditional upon the essential criteria of the job being met, and that no more than five years have elapsed since the candidate left the Armed Forces, subject to supporting information being provided by the individual upon request.

Applicants should make sure that they complete the declaration relating to Armed Forces service on the application form; this will ensure that the guaranteed interview is offered if the essential criteria are met.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
Owner (Department)	Human Resources	Version	1.0
Last reviewed by (postholder)	Head of Human Resources	Date last reviewed	7 th December 2023
		Recommended review date	7 th December 2026