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| A close-up of a sign  Description automatically generated  **Business Fire Safety Support Officer**  **Shortlisting evidence Template** | |
| **Please complete the form below in FULL adhering to the 500-word limit for each of the shortlisting criteria (i.e. max of 2500 words). Then save in a Word document format and upload to the ‘supporting evidence’ section of the online application.**  **Please note that for shortlisting purposes we will be removing ‘Name’ and ‘National Insurance number’ and each candidate will be provided with a candidate number for anonymised shortlisting.**  **For any queries please contact** [**recruitment@southwales-fire.gov.uk**](mailto:recruitment@southwales-fire.gov.uk) **or for internal queries, please contact us via 24/7** | |
| **Full Name:** |  |
| **National Insurance Number:** |  |
| **Anonymised Candidate Number (to be completed by FRS HR team)** |  |
|  | |
| **Shortlisting Criteria 1:**  **What is your knowledge of Fire Safety Legislation and associated work** | |
|  | |
| **Shortlisting Criteria 2:**  **Detail your experience of Microsoft Office Packages e.g Outlook, Word, Excel, Office 365** | |
|  | |
| **Shortlisting Criteria 3:**  **Please outline your experience of working in an administrative role** | |
|  | |
| **Shortlisting Criteria 4:**  **Provide an example of how you are proactive in supporting change and the ability to meet changing requirements** | |
|  | |
| **Shortlisting Criteria 5:**    **Ability to understand and apply relevant information to make appropriate decisions and create practical solutions**. | |
|  | |
| **Closing date – 18/04/2025 at 12pm** | |