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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** **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)** |  |
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| **Shortlisting Criteria 1:** **What is your knowledge of Fire Safety Legislation and associated work** |
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| **Shortlisting Criteria 2:** **Detail your experience of Microsoft Office Packages e.g Outlook, Word, Excel, Office 365** |
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| **Shortlisting Criteria 3:****Please outline your experience of working in an administrative role** |
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| **Shortlisting Criteria 4:****Provide an example of how you are proactive in supporting change and the ability to meet changing requirements** |
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| **Shortlisting Criteria 5:****Ability to understand and apply relevant information to make appropriate decisions and create practical solutions**. |
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| **Closing date – 18/04/2025 at 12pm** |