



INTERNAL APPLICANT - ADDITIONAL INFORMATION FORM

This form must be completed by the current Line Manager of internal applicants and returned to the Human Resources Department for review with the application form.

All applicants are reminded upon application that their current Line Manager will be contacted to provide this information.

Please note that internal applications may not progress to the Interview Stage without the completion and submission of this form.

STRICTLY CONFIDENTIAL – Please complete in black ink or type.

SECTION 1 - INTERNAL APPLICATIONS - ADDITIONAL INFORMATION SHEET

Application for the post of:	
Closing date:	Click here to enter a date.

SECTION 2 - APPLICANT DETAILS

Name of applicant:	
FS Number:	
Applicant's current position (rank and role):	
Department / station:	
Start date with NWFRS:	Click here to enter a date.
Start date in current role:	Click here to enter a date.

SECTION 3 - CURRENT POST - To be completed by the Line Manager

Only employees who have successfully completed their probation period are eligible to apply for internal vacancies, except in cases in which a Line Manager presents a strong business case to request discretionary authorisation from a Principal Officer.

Is the applicant still within their probation period?	Please Choose
Are there any concerns about attendance?	Please Choose
If so, is the employee under absence review?	Please Choose
If so, at what stage is the absence review?	
Are there any concerns with the applicant in relation to performance, capability, fitness capability, discipline or conduct?	Please Choose

If so, please provide brief details and advise as to how these are being managed:

Please detail any relevant information regarding the suitability or unsuitability of the internal candidate for the role:

Line Manager's name:		Date:	
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To be sent from the Line Manager's Service email to HRDesk@northwalesfire.gov.wales.

SECTION 4 - CURRENT POST - To be completed by the HR specialist

Internal Applicant Record checked against HR system? (to be attached to this form if there are any variances)	Please Choose
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Please add any relevant information that has not been included by the Line Manager:

Checked by HR Specialist (name):		Date:	
Received by HR Specialist in Recruitment (name):		Date:	