

**POLICE AND CRIME COMMISSIONER**

**APPLICATION FORM**

Position Being Applied For:

***Please read the attached guidance notes to ensure that you are eligible to apply and are able to meet the requirements of the application process before completing this form.***

[Section 1 – About Your Employment 10](#_Toc323039556)

[Section 2 – About Your Education and Training 2](#_Toc323039557)

[Section 3 – Competency Assessment 3](#_Toc323039558)

[Section 4 – References 5](#_Toc323039559)

[Section 5 – Interview Information 9](#_Toc323039560)

[Section 6 – About You 10](#_Toc323039561)

[Section 7 – Personal Details and Monitoring Information 13](#_Toc323039562)

|  |  |
| --- | --- |
| Office Use Only - Candidate’s Reference Number |  |

# Section 1 – About Your Employment

|  |
| --- |
| **1. Employment History (See Guidance Notes for Applicants Section 2 Note 1)** |
| 1.1 Starting with the most recent, please complete your employment history below. Continue on a separate sheet if necessary and attach any additional sheets to this page. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name, address and nature of Employer’s business | Works/Payroll No and Position held | Date started and Date left | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 2 – About Your Education and Training**

|  |
| --- |
| **1. Your Education (See Guidance Notes for Applicants Section 3 Note 1)** |
| Starting with the most recent, please give details of schools, colleges, universities and/or other institutions attended. |

|  |  |  |
| --- | --- | --- |
| School/college/university | Attendance From/To | Full/Part-Time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **2. Your Academic Qualifications and Training (See Guidance Notes for Applicants Section 3 Note 1)** |
| Starting with the most recent, please give details of academic qualifications and training which are relevant for the role. |

|  |  |  |  |
| --- | --- | --- | --- |
| Examination/  Training Type | Subject | Date Passed/  Due to be taken | Grade Achieved/Projected |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **3. Your Professional Qualifications and Training (See Guidance Notes for Applicants Section 3 Note 1)** |
| Starting with the most recent, please give details of professional qualifications and training which are relevant for the role. |

|  |  |  |  |
| --- | --- | --- | --- |
| Examination/Training Type | Subject | Date Passed/  Due to be taken | Grade Achieved/Projected |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 3 – Competency Assessment

|  |
| --- |
| **1. Skills, Knowledge and Personal Qualities (See Guidance Notes for Applicants Section 4 Note 1)** |
| Please provide evidence of how you meet the skills, knowledge and personal qualities criteria outlined in the Role Profile. You may type (Arial 12 point typeface) or handwrite up to FOUR pages. |
|  |

|  |
| --- |
| **2. Skills, Knowledge and Personal Qualities (Continued)** |
|  |

|  |
| --- |
| **3. Skills, Knowledge and Personal Qualities (Continued)** |
|  |

|  |
| --- |
| **4. Skills, Knowledge and Personal Qualities (Continued)** |
|  |

# Section 4 – References

|  |
| --- |
| **1. References (See Guidance Notes for Applicants Section 2 Note 2)** |
| 1.1 Please provide two referees below. One should be your current/most recent employer if  applicable. References will not be taken up unless an offer of appointment is made. |

|  |
| --- |
| Referee’s Name: |
| Referee’s Address: |
| Referee’s Telephone Number(s): |
| Referee’s E-mail address: |

|  |
| --- |
| Referee’s Name: |
| Referee’s Address: |
| Referee’s Telephone Number(s): |
| Referee’s E-mail address: |

# Section 5 – Interview Information

|  |
| --- |
| **1. Availability (See Guidance Notes for Applicants Section 5 Note 1)** |
| If you are unable to attend on the date(s) allocated for interview, we will try where practicable to arrange another date and time. However, please note that this may not always be possible due to Commissioner and Officer availability. Please list any dates that you would NOT be able to attend an interview. |

|  |
| --- |
| **2. Reasonable Adjustments for Disability (See Guidance Notes for Applicants Section 5**  **Note 1)** |
| Please provide details of any reasonable adjustments or access requirements you wish to make us aware of for the interview process |

# Section 6 – About You

|  |
| --- |
| **1. Nationality (See Guidance Notes for Applicants Section 1 Note 1)** |
| * 1. What is your nationality? |
| * 1. If you are a commonwealth citizen or a foreign national, is your stay in the UK free of restrictions? |
| * 1. Have you been continuously resident in the UK for the relevant period (3, 5 or 10 years dependent on vetting requirement of role (Basic, MV/SC or DV)) immediately before this application is made? |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Convictions and Cautions (See Guidance Notes for Applicants Section 1 Note 2)** | | | |
| 2.1 Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any Court or any Commanding Officers of the Armed or Merchant Service or been convicted for any Armed Disciplinary Offence (including traffic convictions and appearances before a court martial and any cautions as a juvenile)? | | | |
| * 1. If you have answered Yes, starting with the most recent, please enter details below. | | | |
| Date | Offence/Alleged Offence | Result | Court/Police Force Involved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| * 1. Have you ever been involved in a criminal investigation (whether or not this led to any prosecution) or been associated with criminals? | | | |

|  |
| --- |
| **3. Membership of Organisations** |
| * 1. Are you or have you ever been a member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote equality?      * 1. Are you or have you ever been a Freemason? |
|  |

|  |
| --- |
| **4. Declaration** |
| Please read the following declaration to confirm your understanding of the statements. |

|  |
| --- |
| I understand that:   * I must inform the Commissioner without delay of any change in my circumstances during the recruitment and selection process. * I understand that the vetting process will mean that criminal conviction checks will be made against me and some of my family members and I have informed them of this. * Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made. * Any formal offer of appointment can only be made upon satisfactory completion of reference and vetting procedures and any relevant health screening if applicable. * A member of staff who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings. * The Commissioner retains the right to reject any application without giving reasons. * The information I have provided may be held on manual filing and computer systems as part of the recruitment process. * Third party consent is required and I confirm that it has been given by those named as referees prior to submitting this form. * If I am an internal candidate, I must inform my current line manager of this application and I confirm that I have done this prior to submitting this form.   I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I also declare that I have not canvassed any member of staff of the Police and Crime Commissioner either directly or indirectly, in connection with this application and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member of staff of the Commissioner’s Office may also disqualify me and that if such failure is discovered after appointment I may be liable to dismissal without notice.  Signed:      Date: |

**Section 7 – Personal Details and Monitoring Information**

|  |  |
| --- | --- |
| Office Use Only - Candidate’s Reference Number |  |

|  |
| --- |
| **Personal Details (Please see Guidance Notes for Applicants Section 7 Note 1)** |

|  |
| --- |
| **Personal Details** |
| Force number (internal candidates only) |
| Forenames: |
| Surname: |
| Date of Birth: |
| Home Address: |
| Postcode: |
| Home Telephone Number: |
| Mobile Telephone Number: |
| Email Address: |
| Preferred Method of Contact (Telephone/Email/Letter): |

|  |
| --- |
| **Gender Identity** |
| What is your gender?  Male  Female |
| Is your gender identity the same as the gender you were assigned at birth?    Yes  No  Prefer Not to Say |

|  |
| --- |
| **Sexual Orientation** |
| Which of the following options best describes how you think of yourself?  Heterosexual  Bisexual  Prefer Not to Say  Gay or Lesbian  Other |
|  |
| **Religion or Belief** |
| Which of the following options best describes your religion or belief?  Buddhist  Jewish  None  Christian  Muslim  Prefer Not to Say  Hindu  Sikh  Other  Please specify |

|  |  |
| --- | --- |
| **Ethnicity** | |
| Which of the following options best describes your ethnicity? | |
| Asian or Asian British | A1 Indian |
|  | A2 Pakistani |
|  | A3 Bangladeshi |
|  | A9 Any other Asian background |
| Black or Black British | B1 Caribbean |
|  | B2 African |
|  | B9 Any other Black background |
| Mixed | M1 White and Black Caribbean |
|  | M2 White and Black African |
|  | M3 White and Asian |
|  | M9 Any other mixed background |
| Chinese or any other ethnic group | O1 Chinese |
|  | O9 Any other ethnic background |
| White | W1 British |
|  | W2 Irish |
|  | W9 Any other white background |
| Prefer not to say | NS Prefer not to say |

|  |
| --- |
| **Disability** |
| Do you consider yourself to have a disability?  Yes  No  Prefer not to say |
| If you have answered Yes, please categorise your disability:  Hearing  Mobility  Learning Difficulty  Visual  Mental Health Condition  Other  Please specify |
| ‘Disability’ means any physical or mental impairment, which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day to day activities. |

|  |  |  |
| --- | --- | --- |
| **Welsh Language Ability** | | |
| Please consider your ability to use the Welsh language. Which of the following options best describes your ability? | | |
| Level 0 | No Welsh ability |  |
| Level 1 | Greet, introduce and open and close conversations. Say place names, first names and signs correctly. Recognise departments, locations and ranks. Give and receive personal details. Open and close meetings and write simple requests. |  |
| Level 2 | Understand essence of conversation and respond to simple requests.  Convey basic information and transfer telephone calls. Partly contribute in meetings. Write simple notes of request. |  |
| Level 3 | Understand much in an office or meeting. Take details and pass on messages. Converse partly in Welsh and respond to general enquiries over the phone and face to face. Present partly in Welsh at meetings. Write informal memos and e-mails and deal with routine requests. |  |
| Level 4 | Contribute effectively and provide presentations in meetings. Deal with complex enquiries and complaints. Interview or question in the course of an investigation. Deal confidently with hostile questions and confrontations. Write reports and make full and accurate notes. |  |
| Level 5 | Contribute effectively and provide presentations in meetings. Deal with complex enquiries and complaints. Interview or question in the course of an investigation. Deal confidently with hostile questions and confrontations. Write reports and make full and accurate notes. Interview applicants for posts and assess suitability. |  |

|  |
| --- |
| Signed: |
| Date: |