

**GENERAL GUIDANCE NOTES FOR APPLICANTS**

Thank you for your interest in a post in the Police and Crime Commissioner’s Team.

The Police and Crime Commissioner wishes to make sure that the people selected for interview are those that are most suitable for the job and so our application form is designed to ascertain your suitability. These notes will help you to complete the form correctly.

All applicants are asked to provide personal details to facilitate the recruitment and selection process. All answers that you give will be treated in the strictest confidence and used only for the relevant application process.

**Key Points to Note before commencing an application**

* Please complete all sections of the form in **Arial 12 point typeface** or **black ink**.
* The Guidance introduction covers eligibility criteria. Please ensure that you meet these criteria before continuing with the application.
* We do not accept references or other prepared material. We will contact your referees directly should you be successful in the recruitment and selection process.
* Particular attention should be given to Section 3 of the application form as this is your opportunity to provide evidence of your suitability for the role.

Please see overleaf for guidance notes for each section of the application form.

**Introduction**

**Standard criteria on Eligibility**

To be eligible for application and/or appointment, you must be a British citizen or a member of the European Community or other state in the European Economic area (Iceland, Norway, and Liechtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions.

If you are a commonwealth citizen or foreign national you must provide proof that you have no restrictions on your stay in the UK. You must be able to provide a copy of your passport, which confirms this status. **DO NOT send your actual passport** with your application. Other documentary evidence of your status may be required.

All candidates are required to produce their passports when attending an interview. However, if you do not have a passport, you can bring a Photo Card Driving Licence or other form of photographic identification. If you bring photo ID other than a passport, **one** of the following will also be required. Where no photographic identification is available, **two** of the following will be considered acceptable:

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    - Original Birth Certificate – issued within six weeks of birth
    - Cheque Book and Bank Card - with three statements and proof of signature
    - Credit Card containing photograph of applicant
    - Proof of residence – Council Tax, Gas, Electricity, Water or Telephone Bill

In accordance with Home Office guidance and the Association of Chief Police Officers’ National Vetting Policy, candidates are reminded that they must meet minimum residency criteria for specific periods immediately before an application is made. **For roles that require basic level vetting the minimum period is 3 years; for roles that require MV/SC level the minimum period is 5 years; for roles that require DV vetting the minimum period is 10 years.** This is to satisfy the requirement to vet all applicants in an equitable manner and the UK Police service does not currently have any means of facilitating vetting checks overseas, to the extent required of those who have been resident in the UK. Applicants who cannot be vetted, cannot be appointed.

**Application Form Guidance**

**Please read the below guidance for each section of the application form:**

**Section 1 – About Your Employment**

In this section please outline your employment history, including periods of unemployment, starting with the most recent.

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

You may be asked to provide copies of original certificates for the qualifications listed if you attend an interview and these will be retained on your file. You do not need to list all training you have undertaken – only those you feel are relevant to the role.

**Section 3 - Competency Assessment**

This is an important section. Please observe the following instructions carefully, as failure to do so may result in your application being rejected.

In your information pack, you will find a Role Profile relating to the job that you are applying for. This profile provides an overview of the role and the criteria that you will need to be able to meet in order to do the job. You should use the Role Profile to complete the Competency Assessment.

You must provide evidence of the qualities you already have or may develop that enable you to carry out the role. Your answers in this section will be used to decide whether your application will proceed to the next stage. It is important that you think carefully about your responses, which can be from your recent or past experiences.

The role profile consists of main responsibilities and the criteria required in undertaking the role. When evidencing your skills, knowledge and experience and personal qualities as outlined in the criteria, you may also wish to consider the main responsibilities area and what competencies/qualities you possess in meeting these responsibilities.

To evidence the relevant skills, knowledge and personal qualities you will need to provide specific examples of work, tasks or events which you have undertaken or attended. You can also draw on skills or experience that you have gained as a result of doing voluntary work, work in your own home, or at school, college or university, as well as in paid work.

It is not necessary to provide evidence for every individual point. One example will often cover a number of key criteria and so it may often be appropriate to provide one scenario detailing a number of skills or personal qualities.

When completing this section, please contain your evidence to four A4 pages (Arial 12 point typeface or handwriting). The short listing panel will make a decision based upon the evidence provided here.

**Section 4 -** **References**

Please provide two referees in this section. One should be your current/most recent employer if you are in employment. References will not be taken up unless an offer of appointment is made.

If you are not in employment or have not recently been in employment, you can provide an educational reference or you may provide details of an individual who is prepared to give you a character reference.

The Police and Crime Commissioner reserves the right to contact any previous employer or referee to verify information and also to reject applications due to unsatisfactory references.

Section 5 – Interview Information

Please complete this section if there are specific dates you will not be able to make should you be selected to attend an interview.

The Police and Crime Commissioner welcomes applications from disabled people and guarantees to interview disabled applicants who meet the minimum criteria of the post applied for. For this purpose ‘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.

If you are disabled you may provide details in this section of any reasonable adjustments or access requirements you think may be needed for you to participate at interview. This will not impact negatively on your application process, it is simply to ensure that you can take part on equal terms with other applicants.

Section 6 – About You

Please refer to the introduction of this Guidance to consider the eligibility criteria for the post. This includes details on residency requirements.

Please note that this section includes some ‘yes’ and ‘no’ bullet points that you must click to provide your answer. The points will automatically default to an answer if you do not select them so please make sure that you complete every box yourself.

Convictions and cautions will not necessarily preclude you from appointment. It will depend upon their nature and the circumstances of the offence. If you have been convicted or cautioned for an offence in any country or been involved in police investigations not necessarily leading to conviction/caution (including road traffic matters), please ensure that you provide details and attach any relevant background information.

Failure to disclose a criminal conviction, caution or involvement in a criminal investigation will result in your application being rejected on the grounds of integrity regardless of the offence.

It is the Police and Crime Commissioner’s policy to prohibit staff from becoming or being members of BNP or similar organisations whose aims objectives or pronouncement may contradict the duty to promote equality.If you are, or have been, a member of the BNP or similar organisation, your application will be rejected.

Please ensure that you have read and signed the declaration prior to returning your completed application form. If you submit your form electronically, you will be asked to sign a declaration if you are invited to attend an interview.

Section 7 - Personal Details and Monitoring Information Form

The Police and Crime Commissioner aims to provide a citizen-focused service, which responds to the needs of communities and individuals and therefore must have a workforce that truly reflects the communities it serves.

The Police and Crime Commissioner intends to be an equal opportunities employer and selects staff solely on merit. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place.

To help us ensure this, we request all applicants to provide the personal information requested on this Monitoring Form.

In order to avoid any possibility of bias or prejudice, this information will not be passed on to anyone involved in the selection process. This information is strictly confidential and is required for police officers, police staff, police community support officers and special constables and will be entered onto individual personal records.

Please inform the Police and Crime Commissioner’s office in writing if there are any changes in your personal circumstances during the recruitment and selection process.

**Pre Employment Checks**

Any offer of appointment will be made subject to satisfactory completion of all reference and vetting procedures, together with any clear and explicit health criteria that have been deemed essential for the role.

Supplementary vetting checks will also be carried out on applicants’ partners, family, associates etc. if appropriate. You must therefore advise them that these enquiries will be made. However, results of vetting enquiries will not be disclosed. It may be necessary for some specialist roles to undertake enhanced vetting.

Where a job has clear and explicit health criteria which are essential for the role, you will be asked to attend a medical appointment. This will take place after the interview stage if you are recommended for appointment.

**Business Interests**

The Police and Crime Commissioner operates a ‘Business Interests Policy,’ which essentially means that if you intend to continue with an existing business or employment then it will be necessary to seek, upon appointment, written permission from the Commissioner. The Commissioner reserves the right to refuse such a request. Further information can be obtained from the Police & Crime Commissioner’s Chief of Staff.

Data Protection Act 1998

The information you provide on your application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data, including that contained in associated documents e.g. Health, Supplementary Vetting, Financial forms etc will be used to assess your suitability for employment with Police and Crime Commissioner and may also involve checks against personal data held on Credit Reference Systems and Police Systems from other forces in the United Kingdom and possibly overseas.

It is a pre-requisite of the Data Protection Act that you must have gained third party consent with the individuals named as referees prior to supplying us with this information.

**Conclusion**

Thank you for taking the time to apply. Please be assured that all applications are considered carefully. If you are unsuccessful on this occasion, please do not be deterred from applying again as every application is considered in isolation and so previous unsuccessful applications will not influence subsequent recruitment.