



College of
Policing

Application form for a police constable

Are you eligible?

Before you proceed with your application, please check that you meet all the following criteria to ensure that you are eligible to apply to become a police constable.

- You must be 18 years of age or over at the time of applying.
- You need to be a British citizen or a citizen of a country that is a member of the European Economic Area or Switzerland, or a Commonwealth citizen or foreign national who is resident in the UK and free from restrictions.
- You will need to contact your local force to find out what their specific qualification requirements are.
- Ideally, you should not have a criminal record. If you have a conviction as an adult or juvenile it is unlikely that you will be suitable, but some minor offences and cautions may not exclude you.
- You must not have tattoos on your hands, neck, forearms or face which could cause offence to members of the public or colleagues, or be considered lewd, garish or provocative.
- You must not be registered bankrupt with outstanding debts, have outstanding County Court Judgments against you, or be subject to a current Individual Voluntary Arrangement (IVA).
- You will need to be physically fit, and you will need to pass the job related fitness test. If you receive a conditional offer of employment or are placed into a pool of successful candidates to whom it is intended a conditional offer will be made when a position arises, you will undergo a medical screening. You will also need to meet the minimum eyesight standards. For more information go to <https://www.gov.uk/government/publications/circular-0072019-eyesight-standards-police-recruitment/determinations-of-the-secretary-of-state-under-the-police-regulations-2003>
- You may only apply to one force at a time. If the force you are applying to requires you to undertake the Police SEARCH® Recruitment Assessment Centre or the College of Policing PCSO recruit assessment centre, and you have previously undertaken either assessment centre in the last six months, you will not be permitted to attend a further assessment centre until six months have elapsed.

If you are still uncertain as to your eligibility or have any questions, please contact your local force.

Application form for a police constable

It is essential that you read all the guidance notes (see page 21). You must complete all sections of this form in person, in either black ink or typeface. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked N/A.

GENERAL DATA PROTECTION REGULATION 2018 (GDPR)

In accordance with the Equality Act 2010 it is good practice to know the composition of people applying for the police officer roles so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the assessment centre thereafter (if your application is successful). Your name, or any identifiable information will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced, and so that we can direct positive action initiatives and work towards creating an environment that is free from discrimination and promotes equality of opportunity, however providing this information is **voluntary**.

The information you provide will be held by your recruiting force for the purposes outlined above and in accordance with the Data Protection legislation (General Data Protection Regulation and the Data Protection Act 2018) and duties under the Equality Act 2010. We process this information in line with Article 9 (2) (g) for reasons of substantial public interest. We will use the information collected from you to report on the composition of applicants. Your information may be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information will not be shared with any other organisation or used for any other purpose.

Your information will only be held in an identifiable form for as long as is necessary by the recruiting force and in accordance with their retention schedule. You have certain rights under the GDPR regarding your personal data, which includes the right to access data held about yourself, to ensure it is accurate and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.

For more information about your rights please see the full privacy notice on the force website. You can also contact the force you are applying to via email, telephone or written letter.

Section 1 About you

Personal details (see note 1)		
Family name (e.g. surname)		Surname at birth/ previous surnames/ maiden name (if different)
Forename(s)	Preferred forename	Title (e.g. Mr, Ms, Mrs, Miss, Dr)
Date of birth	Age	Town and country of birth
Current address		
Postcode	Date of start of occupancy (month/year)	

Email address		
Telephone numbers (including area code)	Home	Work (if convenient)
Mobile		
National Insurance number		
Do you have a driving licence?		
If YES, Driving licence number and category (full or provisional)		YES <input type="checkbox"/> NO <input type="checkbox"/>

Force you wish to apply to (see note 2)
You can only apply to one force at a time. If the force you are applying to requires you to undertake the Police SEARCH® Recruit Assessment Centre or the College of Policing PCSO recruit assessment centre, and you have previously undertaken either assessment centre in the last six months, you will not be permitted to attend a further assessment centre until six months has elapsed.
Force you are applying to

Disability (see note 3)
The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes those with any disability to apply.
Do you consider yourself to have a disability (see note 3 for definition) or have a neurodiversity, such as dyslexia, that you wish us to know about at this stage?
YES <input type="checkbox"/> NO <input type="checkbox"/>
In support of your application, please let us know whether there are any reasonable adjustments that you feel need to be considered to assist you with the application or recruitment process.

Nationality (see note 4)
In order to be eligible, you must be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.
What is your nationality?
If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If you are a Commonwealth citizen or other foreign national, you must include a copy of your passport showing that your stay in the UK is free of restrictions.
Photocopy of passport enclosed?
YES <input type="checkbox"/> NO <input type="checkbox"/>

Criminal histories
Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions will, however, result in your application being refused.
You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, i.e. under 18 years) and any bind overs imposed by any court. You should include traffic convictions such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial.
You must also declare any charge or summons currently outstanding against you.
You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) or any involvement with civil, military or transport police.
You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).
Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago

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and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant. You can access our policy on criminal convictions by calling your nearest recruitment office.

We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made. The police service cannot disclose the results of these enquiries to you.

Have you ever been convicted for any offence or been formally cautioned by the police for any offence or had any bind overs imposed by any court? (You must include traffic convictions, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial. Any cautions as a juvenile should also be included.) If you have answered YES, please enter full details below.

YES ☐ NO ☐

Date (most recent first)	Offence/ alleged offence	Result (if known)	Court/police station involved

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Criminal histories (continued)

Do you have any impending prosecutions?

YES ☐ NO ☐

If YES, provide full details.

Have you ever been involved in a criminal investigation (whether or not this led to any prosecution)?

YES ☐ NO ☐

If YES, please give details below.

Have you ever been associated with criminals?

YES ☐ NO ☐

If YES, please give details below.

About your family

Please tell us about your family (wherever they live) and any other persons (aged 10+) living at your address. Provide full names including any middle names, previous family or surnames and maiden names. You should make it clear what their relationship to you is, i.e. if you are referring to your full sister you should delete brother, half and step. Continue on a separate sheet if necessary and attach it to this page. **Please complete all sections or your application will be delayed.**

Relationship to you (delete as appropriate)	Full name (include previous surnames and name at birth, if different)	Full address (include postcode, and date moved to address, if known)
Yourself		
Date and place of birth		
Your spouse or partner		
Date and place of birth		
Your ex-spouse or ex-partner, if still in regular contact		
Date and place of birth		
Your father		
Date and place of birth		
Your stepfather or mother's partner		
Date and place of birth		
Your mother		
Date and place of birth		
Your stepmother or father's partner		
Date and place of birth		
Your brother or sister (full/half/step etc)		
Date and place of birth		

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About your family (continued)		
Relationship to you (delete as appropriate)	Full name (include previous surnames and name at birth, if different)	Full address (include postcode, and date moved to address, if known)
Your brother or sister (full/half/step etc) Date and place of birth		
Your brother or sister (full/half/step etc) Date and place of birth		
Your brother or sister (full/half/step etc) Date and place of birth		
Your spouse's or partner's mother/stepmother etc Date and place of birth		
Your spouse's or partner's father/stepfather etc Date and place of birth		
Your spouse's or partner's mother's spouse or partner Date and place of birth		
Your spouse's or partner's father's spouse or partner Date and place of birth		
Your child/child of partner (only state if aged 10+) Date and place of birth		
Your child/child of partner (only state if aged 10+) Date and place of birth		
Other persons (aged 10+) living at your address (e.g. lodger) Please state relationship to you Date and place of birth		

Tattoos (see note 5)											
Some tattoos may preclude you from becoming a police officer. Do you have any tattoos?											
<div style="text-align: right;"> YES <input type="checkbox"/> NO <input type="checkbox"/> </div>											
If YES, please complete the sections below.											
Where are your tattoos located? (Please indicate in the table below.)											
<table border="1"> <tr> <td>Hands</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Neck</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Forearms</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Face</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (please specify)</td> </tr> </table>	Hands	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Forearms	<input type="checkbox"/>	Face	<input type="checkbox"/>	Other (please specify)		<p>You must include at least two photographs of each tattoo, if they are located on your hands, neck, forearms or face. The first photograph must be a close-up of the tattoo. The second photograph must clearly show the location of the tattoo on your body.</p> <hr/> <p>a) Please describe the tattoo and the wording of the tattoo.</p> <hr/> <p>b) In addition, please give a translation if applicable and describe any personal significance or meaning you attribute to the tattoo.</p>
Hands	<input type="checkbox"/>										
Neck	<input type="checkbox"/>										
Forearms	<input type="checkbox"/>										
Face	<input type="checkbox"/>										
Other (please specify)											

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Membership of British National Party or similar (see note 6)

Are you a member of Britain First, the British National Party, Combat 18 or the National Front?

YES ☐

NO ☐

Business interests (see note 7)

Do you currently have any job or business interests which you intend to continue should you become a police officer? This includes any role that involves financial gain e.g. property rental.

YES ☐

NO ☐

If YES, please state the nature of this job or business and the extent of your involvement (e.g. activity involved, non-executive director). Include hours spent on it.

Do you or your spouse or partner or any relative own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment house or entertainment)?

YES ☐

NO ☐

If YES, please give details below.

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Financial position (see note 8)

Unless otherwise stated, complete these questions in respect of the last six years. If YES, you must provide full details (including dates). Failure to disclose accurate information may result in your application being terminated.

	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank/building society/finance house/other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit/charge/store or cheque card withdrawn or been notified that a card or account has been defaulted?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, have your bankruptcy debts been discharged?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been party to an Individual Voluntary Agreement (IVA), Trust Deed, Debt Referral Order (DRO), Debt Management Programme or a voluntary agreement registered with the County Court or a Sheriffs Court or Court of Session Judgement in Scotland?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a County Court Judgment or Sheriffs Court or Court of Session Judgement in Scotland been made against you on financial matters?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, has this been satisfied?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been the subject of an attachment of earnings order?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

*** If applicable, please provide a Certificate of Satisfaction, as it is needed before your application can be processed.**

Please state below if there is any further information relating to your financial position that you should bring to our attention.

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Previous addresses

Please give all addresses at which you have lived over **the last five years**. These must include details of home addresses, halls of residence or term-time addresses. **Start with the most recent. Do not include your current address.** Continue on a separate sheet if necessary and attach it to this page.

Full address	Postcode	Approximate dates from (month/year) to (month/year)
1.		
2.		
3.		
4.		

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Section 2 About your employment

We will contact your current and past employers over the last 10 years for references. Please provide the details of the person we should approach. Please account for any gaps in employment.

Present or most recent employment (see note 9)	
Employer's name and address	Postcode
Position held	
Date started	Date left/notice period
Reason for leaving	May we contact this employer before making you an offer of employment? YES <input type="checkbox"/> NO <input type="checkbox"/>
Email address	Telephone number

Previous employment (see note 9)

Start with the most recent. Continue on a separate sheet if necessary and attach it to this page.

Employer's name and address	Telephone number	
	Email address	
Postcode		
Position held	Date started	Date left
Reason for leaving		
Employer's name and address	Telephone number	
	Email address	
Postcode		
Position held	Date started	Date left
Reason for leaving		
Employer's name and address	Telephone number	
	Email address	
Postcode		
Position held	Date started	Date left
Reason for leaving		

Have you ever been dismissed from previous employment as a result of your conduct or capability? If so, please give details.

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Referees (see note 9)

Please give names and addresses of two referees who you have known for at least three years. These should not be employers, as we will already be contacting them. They should also not be police officers or related to you.

Referee 1:	Referee 2:
Name	Name
Address	Address
Postcode	Postcode
How do you know this person?	How do you know this person?
Telephone number	Telephone number
Email address	Email address
May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>

HM Forces (see note 9)

I have served/am serving in the:
 Royal Navy ☐ / Merchant Navy ☐ / Royal Air Force ☐ / Royal Marines ☐ / Army ☐ / Territorial Army ☐ (tick as appropriate).
 Other, please state

Service number	Rank/Rating
Commanding Officer	
Unit and unit address	
Postcode	
Telephone	Served from/to
Email address	
Expected date of discharge	Reason for discharge
Are you liable for further service as a Reservist? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, please give details of Reserve liabilities.	

Previous applications to, or service with, a police force

a) Please give details of any previous or current service in any police force in the UK, for example, as police officer, special constable, police community support officer, volunteer, support staff or cadet.

Dates of service from/to (month/year)	Force (Warrant No.)	Position held	Reason for leaving
b) Other than at (a), please give details of any previous or current applications to any police force in the UK, for example, for a police officer, police community support officer, special constable or support staff, whether these have been successful or not			
Month/year of application	Force	Position applied for	Result and details

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Section 3 About your education and skills

Your education (see note 10)

Please give details of schools, colleges, university or other institutions attended since the age of 14.

Start with the most recent and work backwards. Continue on a separate sheet if necessary and attach it to this page.

Name and address of school/college/university (include the postcode and telephone number, if known)	Attendance from/to	Full/part-time

Your qualifications and training

Please list all your qualifications including vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations/qualifications due to be taken. **Start with the most recent.** Continue on a separate sheet if necessary.

Examination type and subject (e.g. GCSE Geography)	Date passed/due to be taken	Grade (e.g. Merit, 2:1, A*)

Skills

Please tell us about any other skills you have such as driving or language skills and any voluntary or community activities you have been involved with.

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Section 4 Competency assessment

It is important that you read note 11 before completing this section.

- At this stage of the application, it is vital that candidates can demonstrate the competencies needed to be effective in the role of a police constable. You need to be able to demonstrate that you have the competencies in order for your application to proceed to the next stage.
- Please write only in the spaces provided. Any response outside of the spaces provided will not be assessed. You must not add extra lines or in any way increase the size of the space available for each section.
- Do not use continuation pages as these will not be assessed.
- Please answer truthfully as you may be asked to expand on these examples at assessment.
- Please write clearly and concisely. You should pay attention to your spelling, handwriting, punctuation and grammar, as some forces may assess you on this.

Q1 Professionalism

Please describe a specific occasion when you have intervened to take control of a situation.

Why was it necessary to intervene in the situation?

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What did you do to take control of the situation?

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What did you consider when intervening in the situation?

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What was particularly good or effective about how you intervened to take control of the situation?

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What difficulties did you experience and how did you overcome them?

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Q2 Working with others

Please describe a specific occasion when you have encouraged a person to view an issue more positively.

Why was it necessary to encourage the person to view the issue more positively?

How did you encourage the person to view the issue more positively?

What did you consider when encouraging the person to view the issue more positively?

What was particularly good or effective about how you encouraged the person to view the issue more positively?

What difficulties did you experience and how did you overcome them?

Q3 Decision Making**Please describe a specific occasion when you have considered a number of options before making a decision.**

Why was it necessary to consider a number of options before making the decision?

What did you consider when identifying the options?

What did you consider when making the decision?

What was particularly good or effective about how you identified the options and made the decision?

What difficulties did you experience and how did you overcome them?

Q4 Service Delivery**Please describe a specific occasion when you have had to manage your time effectively in order to complete a task.**

Why did you have to manage your time effectively in order to complete the task?

How did you manage your time effectively in order to complete the task?

What did you consider to make sure you completed the task?

What was particularly good or effective about how you managed your time?

What difficulties did you experience and how did you overcome them?

In questions 5 to 10 below, we want to know something about your motivations to be a police officer. We want to know your expectations of police work and what preparation you have undertaken before applying. These questions are important and you may not progress to the next stage if you do not answer these questions fully.

Q5 Tell us why you want to become a police officer.

Q6 Tell us why you have applied to your chosen police force.

Q7 Tell us in some detail what tasks you expect to be undertaking as a police officer.

Q8 Tell us what effect you expect being a police officer to have on your social and domestic life.

Q9 What preparation have you undertaken before making this application to ensure that you know what to expect and that you are prepared for the role of a police officer?

Q10 If you have previously applied to be a police officer, special constable or police community support officer (PCSO), what have you done since your last application to better prepare yourself for the role of a police officer?

Equal opportunities

The police service is proud to be an equal opportunities organisation. We believe that every member of our policing community deserves to work in a fair and inclusive environment. We are determined to ensure that:

- Our workforce reflects the diverse society which it serves and that the working environment is free from any form of discrimination, victimisation or harassment;
- No job applicant or employee is treated more or less favourably on the grounds of age, disability, ethnicity, gender reassignment, marriage, sex, sexual orientation, pregnancy or religion or belief.

You can help us achieve this by sharing information about you. Completion of this section of the form is voluntary, but with your help, we can build data that accurately reflects recruitment diversity and shapes the future planning of our diversity, equality and inclusion work.

The information supplied will be treated in the strictest confidence and will not affect your job application in any way. It will be detached from your application on receipt.

Age

What is your date of birth?

DD/MM/YY

Disability

Disability is a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. This includes progressive and long-term conditions from the point of diagnosis, such as HIV, multiple sclerosis, cancer, mental illness or mental health problems, learning disabilities, dyslexia, diabetes, and epilepsy. This also includes 'disabled' as per the definition set out in the Equality Act 2010, as well as wider conditions, including neurodiversity.

Do you consider yourself to have a disability according to the definition above?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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The information in this form is for monitoring purposes only. If you believe you need a reasonable adjustment, please include information in the 'Disability' section in page 3 of this form or contact the recruitment team for assistance.

Marriage and civil partnership

Are you:

Married	<input type="checkbox"/>
In a civil partnership	<input type="checkbox"/>
Not married or in a civil partnership	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Pregnancy and maternity leave

Are you pregnant, currently on or returning from maternity/paternity/adoption leave?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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If you ticked 'Yes' to the above, please answer the following question:

Pregnant <input type="checkbox"/>	On maternity/paternity/adoption leave <input type="checkbox"/>	Returning from maternity/paternity/adoption leave <input type="checkbox"/>
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Race

Please choose one option that best describes your ethnic group or background.

White – English/Welsh/Scottish/ Northern Irish/British	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>
White – Gypsy or Irish Traveller	<input type="checkbox"/>
White – Any other White background	<input type="checkbox"/>
Mixed – Asian and White	<input type="checkbox"/>
Mixed – Black African and White	<input type="checkbox"/>
Mixed – Black Caribbean and White	<input type="checkbox"/>
Mixed – Any other mixed background	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>
Asian or Asian British – Bangladeshi	<input type="checkbox"/>
Asian or Asian British – Chinese	<input type="checkbox"/>

Asian or Asian British – Any other ethnic background	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>
Black or Black British – Any other black background	<input type="checkbox"/>
Other ethnic group – Arab	<input type="checkbox"/>
Other ethnic group – Any other ethnic background	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Religion or belief

What is your religion or belief?

No religion	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Any other religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sex

Which of the following options best describes your sex?

Please tick one option.

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Intersex	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Gender identity

What best describes your gender?

Please tick one option.

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Prefer to self-describe	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
If you selected Other and wish to provide further information please do so here:	

Is your gender identity the same as the sex you were assigned at birth?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Sexual orientation

What is your sexual orientation?

Bisexual	<input type="checkbox"/>
Gay/ Lesbian	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Prefer to self-describe	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the police service by completing the below. **(Tick any that apply).**

Where did you first hear about opportunities to join the police service? (please tick one)	National http://www.joiningthepolice.co.uk website <input type="checkbox"/> Social media messaging to join the police <input type="checkbox"/> In the news <input type="checkbox"/> Billboards / digital screens <input type="checkbox"/> Posters <input type="checkbox"/> Radio advert <input type="checkbox"/> Advert on a website <input type="checkbox"/> TV adverts <input type="checkbox"/> University <input type="checkbox"/> School / College <input type="checkbox"/> Police force website <input type="checkbox"/> Police force social media <input type="checkbox"/> Careers fair <input type="checkbox"/> Friends or family recommendation <input type="checkbox"/> Positive action or targeted marketing <input type="checkbox"/>
What helped you to decide to apply for this job (tick all that apply):	Police force website and information <input type="checkbox"/> National http://www.joiningthepolice.co.uk website <input type="checkbox"/> Other national websites (please specify): Social media posts <input type="checkbox"/> Events with the Police force <input type="checkbox"/> Positive action events <input type="checkbox"/> Hearing about it in the news <input type="checkbox"/> Talking to someone at the force before you applied <input type="checkbox"/>
Have you seen any advertising including the slogan 'Be A Force For...' (for example Be A Force For All)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
If yes, was this on (tick all that apply)	Outdoor posters or billboards <input type="checkbox"/> Radio ad <input type="checkbox"/> Digital audio, such as Spotify National <input type="checkbox"/> On a website <input type="checkbox"/> Social media such as Instagram and Facebook <input type="checkbox"/> From local police officers <input type="checkbox"/> At a careers fair <input type="checkbox"/>

Section 5 Declaration

<p>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.</p> <p>Please tick the boxes to indicate your understanding and agreement.</p> <p>I understand that:</p>		<p>Any offer of appointment will be subject to satisfactory references (I consent to references being sought) and vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness.</p> <input type="checkbox"/>
<p>I must inform the recruitment office without delay of any change in my circumstances.</p> <input type="checkbox"/>	<p>A conditional offer of appointment will be subject to fingerprints and a DNA sample being taken and checked against the relevant databases</p> <input type="checkbox"/>	
<p>Criminal conviction checks will be made against myself and my family members and I have informed them of this.</p> <input type="checkbox"/>	<p>If I am appointed my fingerprints and a sample of my DNA will be held on record for elimination purposes.</p> <input type="checkbox"/>	
<p>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.</p> <input type="checkbox"/>	<p>No member of the British National Party, Britain First, Combat 18 or the National Front – groups whose aims, objectives or pronouncements may contradict the duty to promote race equality – can join the police service.</p> <input type="checkbox"/>	
<p>Formal disclosure of my Service Character Assessment (Armed Forces) (if applicable) will be sought and I consent to the provision of this.</p> <input type="checkbox"/>	<p>The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand that this information may be shared with other police forces.</p> <input type="checkbox"/>	
<p>Successful candidates must serve wherever required to do so within the force area.</p> <input type="checkbox"/>	<p>A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.</p> <input type="checkbox"/>	
<p>The chief officer retains the right to reject any application without giving reasons.</p> <input type="checkbox"/>	<p>Signature _____ Date _____</p>	

Checklist

1 Read through your completed application form carefully.	
<p>Ensure that it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.</p> <p>Failure to provide accurate and complete information may result in your application being delayed or rejected.</p>	<p>If after reading through the recruitment material you have any remaining questions, please feel free to contact your local recruitment office.</p> <p>Remember to make a photocopy of your completed application form.</p>

2 Before returning your application form, please check that you have done the following:	
Have you included a telephone number on which you can be contacted?	<input type="checkbox"/>
If you are a Commonwealth citizen or other foreign national, have you included a photocopy of your passport with evidence that your stay in the UK is not subject to restrictions?	<input type="checkbox"/>
If applicable, have you enclosed photographs of any tattoos on your hands, neck, forearms or face?	<input type="checkbox"/>
Have you signed the declaration on this page?	<input type="checkbox"/>
If applicable, have you enclosed a Certificate of Satisfaction (see page 7)?	<input type="checkbox"/>
Have you completed and enclosed the Equal Opportunities Form and Marketing Form (see pages 18 and 19)?	<input type="checkbox"/>

The completed application form and all enclosures should be sent to the recruitment office of your preferred force.

Guidance notes for the completion of this application form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before you complete the form.

You might also find it helpful to retain a copy of your completed application to refer to later.

Note 1 Personal details

Applicants for the police service must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

Your application will not be processed without a National Insurance number.

Some forces require a full UK driving licence on application. If you hold a driving licence, full

or provisional, please include your driving licence number and category.

To apply to the police service you must be at least 18 years old. There is no upper age limit although the compulsory retirement age for constables is 60 years and there is a two year probationary period.

Note 2 Force and vacancies

You can find up-to-date information on current vacancies for each force by contacting their relevant HR recruitment department directly.

You can only apply to one force at a time.

If the force you are applying to requires you to

undertake the Police SEARCH® Recruitment Assessment Centre or the College of Policing PCSO recruit assessment centre, and you have previously undertaken either assessment centre in the last six months, you will not be permitted to attend a further assessment centre until 6 months have elapsed.

Note 3 Health, fitness, eyesight and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Successful applicants who receive a conditional offer of employment or who are placed in a pool of successful candidates to whom we intend to make a conditional offer when a position arises will then be asked prior to appointment to fill in a medical questionnaire and undertake a medical examination which will also include an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test. Details of the test can be found via the link below:

<http://www.college.police.uk/What-we-do/Standards/Fitness/Pages/MSFT-practice-recruits.aspx>

Information about the medical and eyesight standards, the fitness test and fitness training can be found at:

<http://www.college.police.uk/What-we-do/Standards/Fitness/Pages/MSFT-practice-recruits.aspx>

Note 3 Health, fitness, eyesight and disability (continued...)

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to complete the application form or undertake the assessment process.

If you have a learning difficulty and require reasonable adjustments in completing this form, please contact the force you are applying to.

Disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Eyesight requirements are outlined in the link below:

<https://www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment>

Note 4 Nationality

To be eligible for appointment you must be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and other foreign nationals are also eligible but only if they are resident in the UK free of restrictions.

If you are a Commonwealth citizen or other foreign national, you must provide proof that you have no restrictions on your stay in the UK. You should therefore send a copy of your passport showing that your stay is free of restrictions.

Do not send your actual passport with this application.

Other documentary evidence of your status may be required.

Note: All candidates will be required to produce their passports when attending an assessment centre.

Note 5 Tattoos

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

Members of the public are largely accepting of police officers and staff with visible tattoos. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views inconsistent with the College of Policing's Code.

Careful consideration will be given by the force to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding whether to have such a tattoo.

Note 6 Membership of British National Party or similar

The police service has a policy of prohibiting any of their officers, or staff or volunteers from becoming members of the British National Party (BNP), Britain First, Combat 18 or the National Front, whose aims, objectives or pronouncements may contradict the duty to promote race equality

If you are a member of the BNP or similar, your application will be rejected.

Note 7 Business Interests

Unless the chief officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or partner or any other relative living with you keeps a shop or similar in the area of the police force in question.

- You, your spouse or partner or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However, the chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 8 Financial position

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court judgments outstanding against them or who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court judgments may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court may not be considered.

Note 9 Employment

You are asked to provide details of employment covering at least the last ten years. Include full-time and part-time work and answer the questions in each of the columns.

We will not make enquiries with your current employer unless you are recommended for appointment or unless you have agreed to let us approach them now.

You must account for any gaps in employment and provide details of someone who can verify this.

References

Give the names, addresses and telephone numbers of two referees and include the position they hold, if known.

They should not:

- be your current or previous employer,
- be a police officer; or
- be related to you.

You should have known them for at least three years.

HM Forces

Applications from members of the services who have 12 months or more before discharge may still be accepted, at the discretion of the chief officer. Please enclose confirmation of your projected date of discharge (e.g. a letter from your commanding officer).

Due to the nature of employment with HM Forces, it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to your current employer's reference, if different.

It is at the discretion of the chief officer as to whether successful applicants are allowed to remain on the Reserve List.

Note 10 Education and Skills

To be eligible for appointment you will be required to have obtained certain qualifications and/or experience. This will either be a level 3 qualification, a policing qualification, experience as a police community support officer, a special constable or experience in a relevant police staff role.

You will need to contact your chosen force to find out what their specific requirements are.

If you are still in, or have recently left, full-time education, we may also ask for the name of a referee from the relevant institution.

Note 11 Competency assessment

What you need to do:

We are looking for evidence of the qualities you already have or may develop to enable you to carry out the role of a police constable. Your answers here will be used to decide whether your application progresses to the next stage. It is important therefore that you think carefully about your answers. The content of your response is assessed throughout your application. Forces may also choose to assess the standard of your written communication. If you have questions in relation to this please contact the force that you have applied to. If you are unsuccessful, you will not be able to reapply for at least six months.

Questions 1 to 4 ask you to provide four specific examples from your recent past experience about situations you have encountered.

You must give specific examples of what you did or said on a given occasion. It is important that we can see, in as much detail as possible, exactly how you behaved.

If necessary, quote exactly what was said. Generalisations about what you usually do, what you did on a number of previous occasions, or what your group/team have done will not score well. We need to know what part you played on that occasion.

Note 11 Competency assessment (continued...)

- You should read the questions fully and choose your examples very carefully. Each question has a number of prompts. Make sure that you consider all of the prompts.
- Try to use examples that you found difficult or challenging to deal with.

In addition to the four competency questions, your answers to questions 5 to 10 are also assessed. These ask about your motivations to become a police officer in your chosen police force, your expectations of the role and what preparation you have undertaken to apply.

- Answer all of the questions. If you leave a question blank or tell us that you cannot think of an answer, it is very unlikely that you will pass. You may be assessed throughout this part of the application form on your written skills.
- Avoid using jargon or slang terms. Remember that this is a formal application for an important and responsible role.
- You must not add extra sheets, write outside the space provided or write between the lines. No marks will be given for evidence outside the space provided. Write only a single line of text on each line.
- The application must be all your own work. Be honest and expect to be questioned on any answers that you give. Applications that contain any material which is not original and accurate may be discontinued.

We have developed an example of the style of answer we would like for the competency assessment questions 1 to 4. This should give you an idea of the kind of detail that we need from you.

Example response (Openness to Change competency area):

Question: Please describe a specific occasion when you have had to adapt to a new situation.

Why was it necessary to adapt to the new situation?

I work for a pharmaceutical company and when the management changed we moved from a smaller office in a traditional building to all being in one big, modern open-plan office. I had to adapt because the working environment was completely different. I knew I'd have to find a different way of working.

What did you do to adapt to the new situation?

I knew that open plan offices could be noisy so I brought in my MP3 player so that I could listen to it through headphones if I needed to zone out and concentrate on my work. I also put effort in to making sure that I was considerate of the needs of others in the office.

What did you consider when adapting to the new situation?

I considered that I wasn't the only one in this situation and that other people would have to adapt to the new office too. I also thought about all the different tasks I had to do and thought about how I would need to approach them differently in the new office. I tried to think outside the box and not be constrained by old ways of doing things.

What was particularly good or effective about how you adapted to the new situation?

I think it was effective that I made myself adapt quickly to the new way of working and that I was prepared to work hard at making the new office pleasant for everyone. I knew that I might not find it easy at first but that if I put the effort in, I'd adapt to the new office in no time.

What difficulties did you experience and how did you overcome them?

Some people were upset about moving to the new office and didn't like that things were changing. I overcame this problem by telling them about the benefits of the new office and how we all need to be open to change. It was also sometimes difficult to work in high levels of noise, so if I needed to concentrate I booked myself a private quiet room for the day.

A final word

What can hold up the process?

Your application and assessment can be completed within three or four months. However, these are some of the more common reasons that can cause delays:

- A medical query raised by the force medical officer. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached. You may find it helpful to discuss any medical issues at an early stage.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and delays in obtaining references from referees.
- Failure to complete all parts of the application form or to include copies of all the documents requested or to sign the declaration.
- Failure to train properly for and pass the fitness test first time.

Your co-operation can help to avoid delays.

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Protecting the public – supporting the fight against crime by ensuring professionalism in policing

As the professional body for policing, we set high professional standards to assist forces in cutting crime and protecting the public.

We are here to equip all who work in policing with the tools, skills and knowledge they need to succeed and will provide practical, common-sense approaches based on the evidence of what works.

www.college.police.uk

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