EXTERNAL APPLICATION GUIDANCE NOTES FOR POLICE STAFF ROLES

The information supplied in the application form is the basis for considering your initial suitability for the role which you are applying.

This form will be shortlisted by the department and the information you supply will determine whether you progress through the recruitment process.

Before completing your application form ensure that you meet all of the essential criteria as you will be ineligible to apply if you do not.

Membership of BNP or similar

The police service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are, or have been, a member of the BNP or similar organisation your application may be rejected.

Nationality

To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA. Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK and free of restrictions.

If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK. The Recruitment Team will contact you to request when necessary a copy of your passport and proof that your stay in the UK is free of restrictions.

Residency

For recruitment vetting there is a three year UK residency requirement which arises from the need to vet all applicants in an equitable manner. It applies equally to all applicants, regardless of nationality and refers to the period immediately before an application is made, and not any other three or five year period, or any other accumulation of time spent in the UK.

Convictions and Cautions: you and your family

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence.

The recruitment vetting form asks all applicants to declare if they have ever been the subject of an investigation into, arrested for, summonsed for, charges with, cautioned for or convicted of any offence by any UK or non-UK police force, law enforcement agency or any other statutory prosecuting authority or agency. This includes:

- Traffic offences (including fixed penalty notices other than for parking)
- Receipt of an absolute/conditional discharge or binding over order
- Receipt of a reprimand, warning, final warning or caution as an adult or juvenile, or any restorative justice disposal

- Being the subject of an anti-social behavior order, any measures introduced by the Anti-social Behaviour, Crime and Policing Act 2014 such as a criminal behavior order, civil injunction, football spectator banning order, any order under the Sexual Offences Act 2003, harassment order
- Being issued with a penalty notice for disorder or other fixed penalty notice (other than for parking).

In addition you must declare the following:

- Any involvement with the military authorities on disciplinary matters (whether involving court martial or not)
- Involvement in a criminal investigation (whether or not this has led to a prosecution)
- Involvement in misconduct or disciplinary proceedings whether as a paid employee or as a volunteer.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 introduced protected convictions and cautions and distinguishes between the treatment of the roles of police officers and police staff. This means that certain old and minor spent convictions and cautions are now considered protected and therefore do not have to be disclosed.

While police staff and non-police personnel do still have to declare previous convictions and cautions which, under the Rehabilitation of Offenders Act 1974 would ordinarily be considered as 'spent', the exception to this are the PROTECTED convictions and cautions, defined as follows:

Protected Convictions: these DO NOT have to be declared by police staff applicants and non-police personnel –

A conviction is considered to be *PROTECTED* if **ALL** the following criteria apply:

- It is not for a 'listed offence'* under Article 2A(5) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975;
- No custodial sentence was imposed;
- The individual has not been convicted of any other offence at any time;
- 11 years or more have passed since the conviction, if the individual was aged 18 or over at the time of conviction, or 51/2 years or more have passed since the conviction, if the individual was under 18 at the time of the conviction.

PROTECTED CAUTIONS; these DO NOT have to be declared by police staff applicants and non-police personnel –

A caution is considered to be protected if ALL the following criteria apply:

- It is not for a 'listed offence'* under Article 2A(5) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975;
- 6 years or more have passed since the caution, if the individual was aged 18 years or over at the time the caution was given, or 2 years or more have passed since the caution, if the individual was under 18 at the time the caution was given.

* Listed offences include serious, violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults, and will never be filtered or protected. The specified list of offences which will never be filtered or protected can be found at the

You must answer all questions honestly and declare all relevant matters as failure to disclose will likely lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

We will also want to know whether any of your family members or associates are, or have been, involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. **You must advise them that their details have been provided for vetting purposes and that these enquiries will be made**. We cannot disclose the results of these enquiries to you.

Financial Position

At the point of entry into the police service, financial checks identify potential vulnerabilities. Your application will therefore be checked to determine and verify your financial position.

Most applicants have some level of debt, including mortgages, student or other loans and credit/store cards and you need not be concerned where these are in line with your income and are being appropriately managed. A credit reference check will be undertaken and the results compared with the information you provide. You may be asked to provide documentary evidence to evidence your financial position and to demonstrate your commitment and adherence to any debt management plans.

Forces are advised that applicants should not be considered if they:

- have existing county court judgements outstanding against them
- have been registered bankrupt and have not discharged their bankruptcy

Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged should not be considered until three years after the discharge of the debt. Debt Relief orders (DROs) are treated in the same way as a bankruptcy.

Former directors of insolvent limited companies who apply to the police service should be treated as it they were bankrupt even though the debts are in the company name.

Forces are advised to give careful consideration if a credit reference check reveals that an applicant has a current individual voluntary arrangement (IVA) and/or are subject to a debt management plan. Each case is considered on it's own individual merits but we will want to satisfy ourselves that you have maintained regular payments over a number of months before making a clearance decision, and we can give no guarantee of success.

Disability

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'.

Police Staff are covered by The Equality Act 2010. In support of your application, please let us know if you require any adjustments that will allow you to participate fully in the recruitment process.

Successful applicants will fill in a medical questionnaire and where necessary undertake a medical examination prior to appointment.

Supporting Information

Your application will be marked solely against the criterion provided on the application form and you should provide 1 example for each criterion. If applicable, you will also be asked to confirm any essential qualifications required for the post you are applying for.

The examples that you provide should be relevant, demonstrating your ability in the area. You should try to use an example within the last 2 years.

The **STAR** format below provides you with a structure to provide your best examples, demonstrating that you have the qualities required to perform the role;

Set the scene
When and what is the example about? What was the scenario situation that you faced?

Task
What did you identify needed to be done? What were you tasked to do? What was your role?

Action approach
What did you do? Why? Were there options? Why did you select that particular course of action?

Result
How did it go? Was it successful? Why? With hindsight, would you have done things differently?

If your example relates to a specific individual, please retain their anonymity to ensure compliance with data protection

Knowledge, Skills & Experience

When you are asked to provide an example to demonstrate your knowledge, skills or experience you will notice that a 300 word limit has been set. This is to provide you with sufficient space to put your answers, candidates who do not utilise this space effectively may not progress to the next stage of the process.