



EXTERNAL APPLICATION GUIDANCE NOTES

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

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.

Financial Position

All applicants will have their financial status verified through a credit reference check. These checks are carried out, because police staff have access to privileged and highly sensitive information, which may make them vulnerable to corruption. Applicants to the police service should normally be free from un-discharged debt or liability and be able to manage existing loans. The emphasis should be on the sensible management of debt.

Applicants who have existing County Court Judgements outstanding against them or have been registered as bankrupt and have not discharged their bankruptcy will not be considered. Applicants who have been registered as bankrupt and have discharged their bankruptcy debts will not be considered until three years after the discharge of the debt. Debt Relief orders (DRO) will be treated in the same way as a bankruptcy.

Careful consideration is given where a credit reference check reveals that an applicant has a current individual voluntary arrangement (IVA). Clearance decisions will not be made until there is evidence that the applicant has maintained regular IVA repayments over a number of months and then each case will be considered on its merits. The same principle applies where there are defaulted accounts.

Applicants who can show they have and are adhering to debt management arrangements may be considered. Documentary evidence will be required to demonstrate their commitment and adherence to any such debt management arrangements and each case will be considered on its merits.

Criminal Record

Convictions or cautions will not necessarily preclude you from appointment into police staff posts. It will depend on the role applied for and the nature and circumstances of the offending behaviour.

You MUST declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile i.e. under 18 years of age) and any bind-overs imposed by any court, unless they are spent by virtue of the Rehabilitation of Offenders Act 1974. You must read the question on the vetting form carefully and seek advice from the Vetting Unit if you are unsure what you should include and disclose. Failure to disclose the required information will probably result in vetting clearance being declined.

The College of Policing Vetting Code of Practice and associated Authorised Professional Practice (APP) advise that applications for a position as a police staff member are to be rejected in all cases where:

- offences were committed as an adult or juvenile which resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home); or
- the applicant is a registered sex offender or is subject to a registration requirement in respect of any other conviction.

For all other convictions or cautions there is a rebuttable presumption that they should be rejected. In particular, the following should result in rejection:

- offences where vulnerable people were targeted
- offences motivated by hate or discrimination
- offences of domestic abuse.

Forces are advised to take particular care where an individual has been convicted of (or cautioned for) offences of dishonesty, corrupt practice or violence.

Each case will be considered on its merits and, whilst the rebuttable presumption is that convictions, cautions or other sanctions should lead to rejection, there may be cases where this may be disproportionate in the circumstances.

Due to the level of access and sensitivity of some roles/posts within Lancashire constabulary, they are designated as requiring an enhanced level of vetting. If appropriate, you will be notified of this requirement during the recruitment process.

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.

Statements saying that “I am good at” or “my supervisors say I am good” are not appropriate. The following structured approach may assist you:

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?

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

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