GREATER MANCHESTER POLICE

SUPPORTING INFORMATION FOR POLICE STAFF EMPLOYMENT

Guidance Notes

Application Details

Please provide details if you are currently employed or if you have ever been employed by Greater Manchester Police. If internal, please state your personal identification number (PIN), so accurate sickness details may be sought.

Personal Details

Contact Details
Provide your full name, previous names, title, address, postcode, contact telephone numbers and an email address where we are able to contact you throughout the day. If you do not wish for us to contact you at work, please ensure you indicate an alternative number where a message can be left.

Date of Occupancy
Provide details of the dates in which you have resided at your current address.

National Insurance Number (Asylum and Immigration Act, 1996)
For any new member of staff, we are required by law to check whether you are entitled to reside and work in the United Kingdom without any restrictions and therefore will require you to produce relevant documentation before employment; a passport or other documentation issued by the Home Office, which has been endorsed stating that the holder has a current right to reside/work in the U.K without restriction.

Disability
Under the terms of the Disability Discrimination Act 1995, a disability is defined as a physical or mental impairment, which affects you in a substantial way, on a day-to-day basis, and has lasted or expected to last, for a significant period of time. It includes progressive conditions such as cancer, HIV and multiple sclerosis, from the day of diagnosis. It is our policy to guarantee an interview for all disabled candidates who demonstrate that they meet the essential requirements of the person specification for the post.
Where a disabled candidate is short-listed, their invite to interview/assessment letter will contain details for them to make contact with the Recruitment Unit, should they require any adjustments throughout the duration of the recruitment process.

Nationality/Residency (Asylum and Immigration Act, 1996)
For any new members of staff, we are required by law to check whether you are permitted to reside in the U.K without restrictions. You will be required to produce relevant documentation prior to employment. To be eligible for appointment you must be a British Citizen or a member of the European Community or other states in the European Economic Area (Iceland, Norway, Liechtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions. It is a mandatory requirement for all employees that you have permanently resided in the U.K for a period of three consecutive years.

Cautions and Convictions

Indicate any details of convictions for any offence (including all traffic convictions), or formal cautions by police for any offence (including cautions as a juvenile). You must also include spent convictions under the Rehabilitation on Offenders Act, 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act, 1974 Exceptions Order, 1975) or any involvement whatsoever with civil or military police. You must also declare any charge or summons currently outstanding against you.
If you have been convicted or cautioned, you may still be eligible for appointment, depending on the nature and circumstances of the offence. However, failure to disclose details will result in your application being rejected, and if appointed, may lead to dismissal. Some applicants do not declare information, which they believe is no longer held on record. However, our enquiries will reveal information from long ago and failure to disclose this will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

Tattoos

You are required to declare any tattoos that you have on your hands, neck, forearms or face and submit photographic images of these with you application. Tattoos are not a bar to appointment. They will be reviewed on a case-by-case basis; however, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the Police Service in which case this could lead to your application being rejected.
If you have tattoos you should describe their nature, words used, extent, size and location. You are also required to include photographs of the tattoos, which will then be considered by the tattoo panel. Please note that all tattoos must be covered whilst on duty.

British National Party

The Police Service has a policy 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 ever been, a member of the BNP or similar, your application may be rejected.

Sickness

Please indicate any sickness/absence you have had within the last two years, specifying reasons for this. Greater Manchester Police currently has a sickness policy in place, whereby an applicant can have no more than 16 days absence within the last two years of their employment history. However, please note that some circumstances may be taken into consideration i.e. disability related, therefore please indicate this on your application form.

Business Interest

Please provide details of any job or business interest, which you intend to continue should you become a member of Police Staff. Include the extent of your involvement and hours spent on it. Please also provide details of whether your spouse or any relative living with you own or run a shop or business, which requires a license (e.g. liquor, gaming, refreshment house or entertainment).

Disciplinary

You are required to declare any disciplinary warnings that have been issued against you in the last 12 months, which are still current. The details of the disciplinary will be considered in accordance with the role you are applying for. If you have a warning against you, it does not mean an automatic preclusion from being considered for the role. Please also provide details of any employment from which you have been asked to resign.

Driving

Some post holders are required to possess a full UK driving licence and have a vehicle available for business purposes, therefore please provide details of whether you are able to drive and if you have access to a vehicle.

Special Constabulary

Certain categories of staff are not entitled to serve as a Special Constable, for example Traffic Wardens and Police Community Support Officers. Other posts may have restrictions such as Detention Officers and Enquiry Counter Officers. Therefore, it is mandatory that you declare if you are currently serving as a Special Constable with any force.

Please note: The above lists are not exhaustive and each application will be dealt with on a case-by-case basis.

Employment

Current Employment Details
If you are currently employed, provide details of your present post. If you are not working at present, identify your last employer and indicate when you ceased employment with specific dates.

Responsibilities
Outline the main duties of your present/most recent employment. Remember the information you provide must also meet the requirements of the person specification. I t is important to give examples which describe the tasks involved, where necessary.

Previous Employment
List any past jobs that you have undertaken within the last four years. Any gaps in your employment history must be explained, for example unemployment, studying or travel.

References

Please give names and addresses of two referees who can comment on your suitability for the post applied for. One should be your current or most recent employer.
Please note: We will not contact your current employer until you are deemed appointable for the post.

Qualifications

Please provide details of any relevant qualifications and training achieved. Please also indicate any relevant short courses relating to past employment or your present job that you have either attended or are completing at present.

Other Relevant Skills

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

Supporting Information

This is your opportunity to describe how you can match your experience, attributes, knowledge etc, to the role requirements. Think carefully about what you have done in the past, in paid or unpaid employment and explain how these experiences meet the requirements of the person specification. It will help to use active phrases such as “I plan” or “I organise” to explain an activity with examples of when and how you have undertaken the tasks, to support the criteria contained within the person specification. Be specific about your personal involvement in activities described.

Equal Opportunities

Greater Manchester Police is striving to be an Equal Opportunities Employer

- All selection, recruitment, training and promotion processes are regularly examined to ensure that all individuals are treated on the basis of merit and ability.
- No job applicant or existing employee is treated less favourably on the grounds of age, disability, ethnic origin, gender, marital status, nationality, religious belief, sexual orientation or any other unjustifiable reason.
- All employees are recruited, trained and promoted on the basis of ability, the skill requirements of the job and other relevant criteria.
- Everyone involved in the recruitment process is trained in recruitment and selection and equality and diversity issues.
- Positive action initiatives will continue to be employed as appropriate to redress the imbalance of under-represented groups in this organisation.
- All employees are responsible for implementing our equal opportunities policy - it is important that everyone applying for employment within GMP appreciates that he or she has an important role to play in the provision of equal opportunities.
- We have a procedure for investigating allegations of unfair treatment in the recruitment process. If you feel that you have not been treated fairly, you should contact the Recruitment Unit in the first instance.
- If you are a transgender applicant and you need further guidance relating to any aspect of the selection process or in completing any of our associated forms you can contact the local Human Resource Manager, the Recruitment Unit on 0161 856 2370 or the Equalities Team on 0161 856 2303.
- In association with the trade unions, we are committed to eliminating discrimination against disadvantaged sections of the population and existing members of staff in employment practices or access to employment.
- This information will be used for monitoring purposes only and will be treated as strictly confidential. This section will be detached from you application prior to short listing.

Marketing Form

Please indicate where you saw this post advertised. This information will be used for monitoring purposes only and will be treated as strictly confidential.