

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 may find it helpful to do a rough draft first.

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.

Note 2 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.

Note 3 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), 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 4 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.

If you have tattoos on your face, neck, forearms or hands, you must indicate their location and provide at least two photographs of each tattoo. The first must be a close-up of the tattoo and the second must clearly show the location of the tattoo on your body. If you have tattoos located on other areas of your body then please contact your local force.

Please ensure that you describe the tattoo and the wording, giving a translation if applicable. Describe any personal significance or meaning that you attribute to the tattoo.

Tattoos are not acceptable if they:

- Could cause offence to members of the public or colleagues and/or invite provocation;
- Are garish or numerous or particularly prominent;
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community;
- Indicate alignment with a particular group that could give offence to members of the public or colleagues; and/or
- Are considered to be discriminatory, rude lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Note 5 Business Interests

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

- You hold any office or employment for hire or gain (other than a police staff) or you carry on any business.
- Your spouse or partner or any other relative living with you keeps a shop or similar within the Wiltshire area.

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

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 6 Financial position

Police staff 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 7 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 8 Education and Skills

Qualifications may not be a requirement for appointment, but if recommended for appointment you will be required to produce examination certificates for training and

development purposes. 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 9 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. 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. We may also choose to assess the standard of your written communication.

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.

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.

- 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.

- You should read the questions fully and choose your examples carefully.
- Try to use examples that you found difficult or challenging to deal with.
- 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.
- In all parts of the form, please write clearly and concisely. If we cannot read it or understand it, we cannot score it. **Pay attention to your spelling, handwriting, punctuation and grammar.** You are being assessed throughout this part of the application form on your written skills. We also expect your examples to be succinct and fluently written,.
- Avoid using jargon or slang terms. Remember that this is a formal application.