

Police Staff Application Form Guidance



Guidance Notes for Completion of the Police Staff Application Form

- You should read these notes thoroughly before completing the form.
- You may find it helpful to do a rough draft first - particularly on section 3.
- You might also find it helpful to retain a copy of your completed application to refer to later.
- Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure. Only Section 2 and Section 3 will be used to shortlist your application.
- Your written ability will also be assessed using the application form, so it is important that it is all your own work
- Only candidates who meet the required standard will be invited to attend an interview.

Note 1 – Personal Details

Applicants for Lincolnshire Police must undergo thorough screening. Please list all surnames by which you have been known, including your name at birth.

Note 2 – Nationality

To be eligible for appointment you must be a British citizen or a member of the EC or other states in the EEA (Iceland, Norway, Lichtenstein) and resident in the UK. Commonwealth citizens or foreign nationals are also eligible to apply but only if they are resident in the UK 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. You should therefore send a **copy** of your passport which shows 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.

Please note: when attending Police Headquarters, all candidates will be required to produce identification documents to prove their identity and entitlement to work in the UK.

Note 3 - Disability

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

The Equality Act 2010 covers members of police staff. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability with your application.

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'.

Successful candidates will be required to complete a Health Questionnaire and may have a medical examination prior to appointment.

Note 4 – Convictions and Cautions

Certain convictions or cautions will not 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 rejected.

You must disclose 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 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 (Exemptions) 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).

If you believe you have been involved in the kind of incident we need to know about, please let us know. Some applicants do not declare information, which they believe, is no longer held on record. However, our enquiries will reveal incidents from long ago 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.

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 your family. You must advise them that these enquiries will be made.

The police service cannot disclose the results of these enquiries to you.

Note 5 – Tattoos and Facial Piercing

Tattoos and Facial Piercings are not a bar to appointment. However, some tattoos and piercings 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 and facial piercings you should describe their nature, words used, extent, size and location.

Note 6 – Membership of the BNP or Similar

Lincolnshire Police has a policy of prohibiting any of their members of police 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, your application will be rejected.

Note 7 – Financial position

Some police staff are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. They should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly. Schedule 1 of Police Regulations 2003 states 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, 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 Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered.

Applicants who have discharged County Court Judgements 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.

Note 8 – Referees

Give the names, addresses of two referees and include the position they hold and telephone number, if known. These should preferably be two employers and should include your current employer (or most recent employer, if you are currently unemployed). Personal references should only be given if you have not been employed or are self-employed.

Please note: References will not be requested from serving police staff or police officers. If you are currently employed by Lincolnshire Police, there is no requirement to complete this part.

Note 9 – Additional Information

We are looking for evidence of the qualities you have to enable you to carry out the role in which you are applying for. Your response here will be used to decide whether your application will proceed to the next stage. We cannot assume that you possess a skill without you giving evidence for it.

You should refer to the job description and person specification. Provide evidence in support of your application, focusing on how you meet the requirements of the post. If, for example, the person specification asks for computer skills, you should include all the programmes you have worked with, what level and how you used them.

Include details of the duties and responsibilities undertaken in your current/most recent post which are appropriate to this role.

Wherever possible, provide evidence from a work setting. However, if you are unable to do this you can relate your evidence from social, voluntary, educational, leisure or family life.

Please Note: CV's cannot be accepted with your application and therefore, will not be included when considering your application.

If you have any questions about the completion of this application form, please contact the Recruitment Team.