

<b>For office use only</b>	Reference No: _____ / _____
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## Lincolnshire Police Staff Application Form

- Sections that do not apply to you should be clearly marked N/A. Incomplete information could result in your application being rejected
- Refer to the person specification when completing this form.

**Policing with Professionalism, Respect, Integrity, Dedication and Empathy**

**DATA PROTECTION ACT 1998**

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out in the Data Protection Act 1998. The data will be used to assess your suitability to join Lincolnshire Police and may be shared by other forces in the United Kingdom in respect of any recruitment applications you make.

**APPLICATION FOR THE POST OF:**

**Location:** \_\_\_\_\_ **Ref No:** \_\_\_\_\_

**How did you become aware of this vacancy?**

**Section 1: ABOUT YOU**

<b>Personal Details (See Note 1)</b>	
Surname:	Forename(s):
Title (Mr, Mrs, Miss, Dr):	Any Previous Surname(s):
National Insurance No:	
Current Address:	
Post Code:	
Telephone numbers (Including area code)	Home: Work (if convenient): Mobile: Email:

**RESTRICTED (when completed)**

**Nationality (See Note 2)**

What is your Nationality?

If a Commonwealth citizen or a foreign national is your stay in the UK free of restrictions?  
Yes  No  Not Applicable

If a Commonwealth citizen or a foreign national, you **must include a copy of your passport** which shows that your stay in the UK is free of restrictions. A photocopy is attached.  
Yes  No  Not Applicable

**Disability (See Note 3)**

The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruiting. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so.



Do you have a disability you wish us to know about at this stage? YES  NO

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

**Convictions and Cautions (See Note 4)**

You must declare below any convictions, cautions, summons or Fixed Penalty Notices. You must also declare any investigations (both in the UK and abroad and whether or not this resulted in prosecution) either by the police, military and/or other statutory prosecuting authorities (e.g. Inland Revenue, Immigration) including those pending. If you have answered **YES**, please enter details below: Yes  No

<b>Date (most recent first)</b>	<b>Offence/Alleged Offence</b>	<b>Result (If known)</b>	<b>Court/Police Station Involved</b>

Do you associate with any person(s) (incl family member) who you know or have reason to believe has criminal convictions or is or has been involved in criminal activities? Are you aware of any other circumstances or characteristics, which may impact upon vetting clearance? Yes  No

If YES, please give details below:

Have you ever been involved in any actions that could be described as Political/Religious/Racial/ Environmental/Disruptive? Yes  No

If YES, please give details below:

**RESTRICTED (when completed)**

**Tattoos & Facial Piercings (See Note 5)**

Do you have any tattoos on your arms, neck, forearms or face or any facial piercings?

YES  NO

If YES, describe their nature and location.

**Membership of BNP or Similar (See Note 6)**

Are you or have you ever been a member of the BNP or similar organisation whose constitutions, aims, objectives or pronouncements may contradict the duty to promote race equality?

YES  NO

**Financial Position (See Note 7)**

Have you had a loan agreement terminated by a Bank/Building Society/ Finance house/ other?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you had a credit/ charge/ store or cheque card withdrawn?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you in arrears with any existing loan/ mortgage/hire purchase agreement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been registered as bankrupt? <i>(Please give further details below)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES, have your bankruptcy debts been discharged?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you had any Court action taken against you for any debt? <i>(Please give further details below)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you been party to a voluntary agreement registered with the County Court? <i>(Please give further details below)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Has a County Court/Tribunal Judgement been made against you? <i>(Please give further details below)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES, has this been cleared?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you had repossession proceedings commenced against you?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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**Financial Position – Further Information**

If you have been registered bankrupt, have had County court action taken against you, been part of a voluntary agreement or have had a County.Tribunal Judgement made against you please provide further information below including dates:

**Date of Birth:**

**Place of Birth:**

This information will only be used if we are required to carry out checks relating to any convictions, cautions or your financial position.

**RESTRICTED (when completed)**

**Previous Addresses**

Please give all addresses at which you have lived over the last five years. **Start with the most recent. Do not include your current address.** Continue on a separate sheet if necessary.

<b>Full Address (Include postcode)</b>	<b>Dates From (month / year) to (month / year)</b>
1.	
2.	
3.	
4.	

**Referees (See Note 8)**

Please give names and addresses of 2 referees.  
*(These should preferably be 2 employers and should include your current employer. Personal references should only be given if you have not been employed or are self employed)*

<b>Referee 1.</b>	<b>Referee 2.</b>
Name	Name
Address	Address
Position Held	Position Held
Telephone	Telephone
May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>



**ABOUT YOUR EMPLOYMENT**

**Present and most recent employment**

Name and address of present or most recent employer	Position held (and grade if Police Service)	Date started and date Left (if applicable)	Period of Notice required to terminate current employment

Current Salary: £

**Previous employment**

Name and address of employer	Position held (and grade if Police Service)	Date started and date Left (if applicable)	Reason for Leaving

**RESTRICTED (when completed)**

**Section 3: ADDITIONAL INFORMATION (See Note 9)**

Before completing this section, please read the person specification and job description. Use continuation sheets if necessary. Please ensure that additional sheets are clearly numbered.

**Q1. Please give the reasons for applying for this post.**

**Q2. How do you compare with the requirements of the post?**

*(Please refer to the job description and person specification for the post before completing and provide evidence in support of your application focusing on how you meet the requirements of the post).*

**Q2 Continuation Sheet**

**Q2 Continuation Sheet**

**RESTRICTED (when completed)**

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**RESTRICTED (when completed)**

**Section 4: DECLARATION**

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that I have not withheld any relevant information.

I understand that:

- I must inform the Recruitment Team without delay of any change in my circumstances.
- Criminal conviction checks will be made against my family members and myself and I have informed them of this.
- Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
- If I am appointed into certain roles that my fingerprints and a sample of my DNA will be taken and held on record for elimination purposes.
- As part of the pre-employment process that I might be selected for drug and alcohol screening and that failure to provide a sample could result in my application being rejected.
- Any offer of appointment will be subject to satisfactory references and vetting, and might be subject to a medical examination and continued good conduct.
- A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.
- The Chief Officer reserves the right to reject any application without giving reasons.

The information I have provided may be held on manual filing and computer systems as part of the recruitment process.

<b>Name of Applicant:</b>	<b>Date:</b>
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## LINCOLNSHIRE POLICE

# MANAGING ATTENDANCE

## EXTERNAL APPLICANTS

***“Lincolnshire Police are committed to achieving maximum levels of attendance. The optimum standard for attendance is that of 100%. The intention of applying the attendance criteria is to recruit, retain, select and promote staff who the Force can depend upon to attend work regularly. However it is accepted that there will be times when an individual is unable to work due to illness or injury” (Lincolnshire Police Managing Attendance Policy July 2004)***

The aim of the Lincolnshire Police attendance policy is to promote attendance not prohibit sickness. This form will tell us what we need to know to determine whether you meet our attendance criteria and can proceed to the next stage of our selection procedure. You should read these notes carefully before you complete this form.

### Lincolnshire Police Attendance Criteria

To be eligible for consideration for the selection process an individual must not have been absent from work through sickness in the last 12 months for:

- No more than 2 separate occasions of absence
- OR total more than 64 working hours of absence in the 12 month period. (this will be calculated pro-rata if you work part time hours).

If your attendance record meets the criteria in the last 12 months, from the date of your application, your application will be progressed.

If in the last 12 months you do not meet the criteria, the previous **two 12 month periods** will be assessed and you should provide information for year 2 and year 3.

If your attendance record meets the criteria in both these years your application will be progressed. If it exceeds the criteria in either of the 2 years your application will not be progressed.

For those applicants who are unable to provide an attendance record for the previous 3 years, e.g. if you have been unemployed, self employed, in full time education or travelling, please provide additional information regarding your circumstances on a separate sheet.

When applying the attendance criteria consideration will be given to the exclusion of the following:

- Pregnancy related illness prior to the expiry of the statutory maternity leave period.
- Reasonable adjustments for absences directly related to a disability under the Equality Act 2010.
- Injury at work or on duty as a direct result of the type of work you were performing.

***You might need to check with previous employers for information regarding your absence. Please give an explanation on a separate sheet if you are unable to provide information on your absence history. Please ensure that you provide accurate information. We will request details of your attendance history when requesting references.***

**RESTRICTED (when completed)**

**Name:** .....

**Address:** .....

..... **Postcode:** .....

**Position Applied For:** .....

**Previous 12 months (i.e. if you complete this form on 01/06/2009 go back until 01/06/2008)**

- The number of **occasions** of absence through sickness you have had in the last 12 months from the date of completing this form
- The number of **days** lost through sickness absence over the last 12 months.
- The total number of working **hours** lost through sickness absence over the last 12 months.
- Your contractual hours per week.

**Year 2 (i.e. if you complete this form on 01/06/2009, year 2 is 31/05/2007 to 31/05/2008)**

- The number of **occasions** of absence through sickness you have had in the 12 months previous to year 1.
- The number of **days** lost through sickness absence in this period.
- The total number of working **hours** lost through sickness absence in this period.
- Your contractual hours per week.

**Year 3 (i.e. if you complete this form on 01/06/2009, year 3 is 01/06/2006 to 31/05/2007)**

- The number of **occasions** of absence through sickness you have had in the 12 months previous to year 2.
- The number of **days** lost through sickness absence in this period.
- The total number of working **hours** lost through sickness absence in this period.
- Your contractual hours per week.

**Please indicate if any of the above are:**

- Pregnancy related illness prior to the expiry of the statutory maternity leave period. *Please give details of dates on a separate sheet for all periods of absence that were related to pregnancy.* \*YES  NO
- Please state whether any of the above was directly related to a disability under the terms of the Equality Act 2010. *Please give details of dates on a separate sheet for all periods of absence that were related to a condition covered by the DDA.* \*YES  NO
- Injury at work or on duty as a direct result of the type of work you were performing. *Please give details of dates on a separate sheet for all periods of absence that were related to any absence as a result of any injury at work/duty.* \*YES  NO

**\*Please delete as appropriate**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print your name above.**

Please provide any additional information in support of your absence history below:

**RESTRICTED** (when completed)

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**RESTRICTED (when completed)**

**EQUAL OPPORTUNITIES**

The police service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements that cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section is voluntary, but the information will help us ensure equality of opportunity.

This information forms no part of the selection process. It will be detached from your form on receipt.

**AGE** Under 18  18 – 24  25 – 35  36 – 55  56 +

**GENDER** Male  Female

**DISABILITY** Yes  No

**ETHNIC ORIGIN**

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**White** British   
Irish   
Any other White background

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**Mixed** White and Black Caribbean   
White and Black African   
White and Black Asian   
Any other mixed background

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**Asian or Asian British** Indian   
Pakistani   
Bangladeshi   
Any other mixed background

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**Black or Black British** Caribbean   
African   
Any other black background

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**Chinese or other ethnic group** Chinese   
Any other   
(Please state)

**SEXUAL ORIENTATION**

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Bisexual   
Gay/Lesbian   
Heterosexual   
Prefer not to say

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**RELIGIOUS BELIEF/FAITH**

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Buddhist   
Christian   
(State denomination if you wish)  
Hindu   
Jewish   
Muslim   
Sikh   
None   
Other   
(Please state)

Prefer not to say

**RESTRICTED** (when completed)

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**RESTRICTED (when completed)**

**FINAL CHECK**

	Tick box
Have you fully answered all of the questions on the Application Form and provided all of the required information? This includes your National Insurance Number.	<input type="checkbox"/>
Have you given supporting evidence (refer to the job description and person specification) on how you compare to the requirements of the post in Section 3, Question 2?	<input type="checkbox"/>
Have you fully completed the Managing Attendance Form and provided details of your attendance for the previous 3 years. If you are unable to give full details for your attendance for the previous 3 years you should provide an explanation on the form.	<input type="checkbox"/>
Have you completed the Equal Opportunities Form? This information is voluntary and will not effect your application.	<input type="checkbox"/>

**Regrettably incomplete application forms or applications submitted without completing the Managing Attendance form or late applications will not be considered.**

Please Note:

When emailing us your application form please send it as an Attachment.