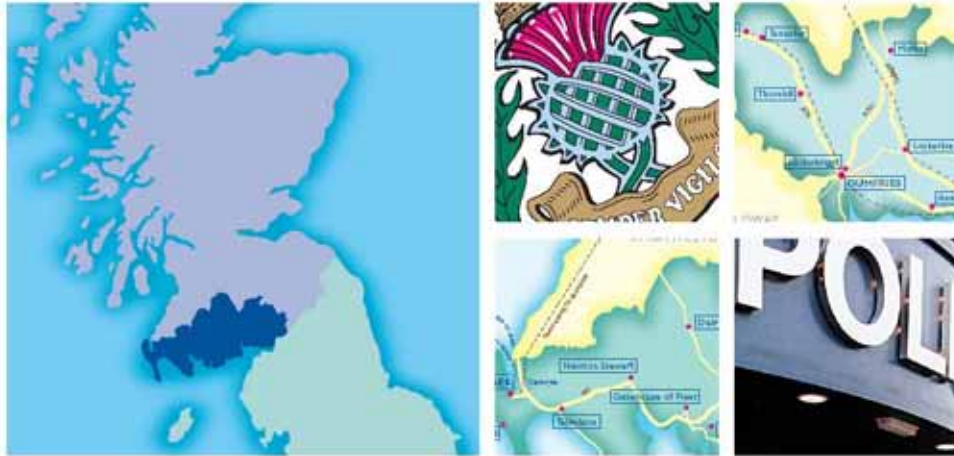


Dumfries and Galloway Constabulary



Established 1948

APPLICATION FOR EMPLOYMENT Police Staff



POST APPLIED FOR:

POLICE STAFF

Application for Employment

Guidance

Thank you for your interest in a Police staff vacancy with Dumfries and Galloway Constabulary.

Alternative Formats

If you would like any part of this document in an alternative format, please contact the HR Department, Dumfries and Galloway Constabulary, Cornwall Mount, Dumfries, DG1 1PZ by telephoning 01387 242258

Completion of the Form

Please complete the application form in **black ink or type**. It must be returned to the HR Department, Dumfries and Galloway Constabulary, Cornwall Mount, Dumfries, DG1 1PZ, no later than the closing date stated on the advert. Applications received after the closing date will not be put forward for short-listing. **Please do not include a C.V., as this will not be considered.** If there is not enough space on the application forms please attach a continuation sheet.

It is important that you study the information provided in the application pack carefully. The job description and person specification will give you information necessary to decide if you possess the skills and knowledge levels required for the post and will therefore assist you in deciding whether or not you should pursue your application further.

Selection Criteria

Once the completed applications are received short listing will take place. Short listing a candidate is carefully undertaken by assessing the information provided on the application forms against the requirements of the post detailed in the enclosed documents. It is therefore important for you to complete the application form fully and carefully, ensuring that you provide **evidence** of your knowledge, skills and experience, which matches those listed in the person specification. No assumptions will be made about candidate's skills and abilities so applications must be detailed and accurate.

Once short listing has been completed, letters will be sent to all applicants intimating if their application has been successful or not. If successful at this stage, the applicant will be invited to take part in the next stage of the selection process.

Interview

During interview you will be asked a number of questions relating to the selection criteria, which are detailed in the attached documents. In preparing for the interview, you should think carefully about how you might be able to demonstrate to the interview panel that you can meet these criteria. It is useful, for example, to think about experiences you have had which demonstrate particular skills or abilities.

Depending on the nature of the post, additional selection assessments, such as a typing test, presentation or driving assessment, may be utilised.

Reasonable adjustments will be made throughout the selection process, if required, for candidates with disabilities. If you are short-listed for the next part of the selection process

you should notify the HR Department accordingly of any adjustments required to facilitate your attendance.

You are required to bring to interview proof of relevant qualifications and documentation in relation to Asylum and Immigration Act 1996 (as amended) in support of your application.

Asylum and Immigration Act, 1996 (as amended)

Under the Asylum and Immigration Act 1996, as amended by the Immigration (Restrictions on Employment) Order 2004, we are required to make basic checks on all potential employees to ensure eligibility to work in the UK. Consequently, you will be required to provide one of the original following documents **at interview stage**:

- A UK Passport
- An EEA or Swiss Passport or national identity card
- A UK residence permit issued by the Home Office.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member of a national from an EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the UK, and can carry out the type of work on offer without having a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating the holder is permitted to take up employment

If you cannot provide one of the documents listed above, then you must provide two documents from the following combinations.

Either:

- An official document bearing a national insurance number (e.g. a P45, P60, National Insurance card, or letter from a Government Agency), along with:
 - A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland;
 - A certificate of registration or naturalisation stating that you are a British citizen;
 - A letter from the Home Office stating that you can stay indefinitely in the UK;or
 - An immigration status document issued by the Home Office.
- A work permit, or other approval to take employment issued by Work Permits UK, along with:
 - A passport or other travel document endorsed to show that you are able to stay in the UK; or
 - A letter from the Home Office confirming that you can stay in the UK and take the employment on offer.

Vetting Procedures

Due to the sensitive nature of the work carried out by Dumfries and Galloway Constabulary, security checks must be undertaken in respect of the preferred candidate and his/her family.

The applicant must be a UK citizen or have unlimited leave to enter and remain within the UK and have been resident in the UK for at least three years continuously prior to application for valid checks to be carried out prior to an offer of appointment being made. (Exceptions may apply)

If you are short-listed for interview you will be issued with a Personal Security Questionnaire that must be completed and returned. You must obtain permission from each person named on the form to include their details. The information provided for security screening will be verified by reference to information already held on computer. This is necessary to firmly establish that if you are successful, there is no question of your non-suitability for the post in terms of access to confidential information and/or personal conduct.

You should note that under the Data Protection Act 1998 (as amended) Dumfries and Galloway Constabulary is a registered data controller, and, as such the information you provide on this form may be stored on a computer database, or other storage medium. Similarly, in examining the contents of this form, reference may be made to information already held on a database.

Medical Screening

Dumfries and Galloway Constabulary requires all successful candidates to submit a medical health screening questionnaire to our Occupational Health Unit and where necessary undergo a pre-employment medical examination. The purpose of this information is to ensure that an individual is fit for the post in question, and to identify any adjustments which may be required to be made.

Applicants will receive further information about medical screening after the interview stage. Notification will be made by telephone of appointments.

Rehabilitation of Offenders Act, 1974

You should note that by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order, 1975, Section 4(2) of the Rehabilitation of Offenders Act, 1974, does not apply to posts within Dumfries and Galloway Constabulary. You are therefore not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the Act. You are required to disclose pending cases and convictions such as traffic offences, formal cautions by the Police for any offence (including cautions as a juvenile) and spent convictions.

It also includes charges brought against you by any agency reporting to the Procurator Fiscal or the Crown Prosecution Service. 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 could count against you and may result in your application being withdrawn. The information you provide for security screening will be verified by reference to information already held on computer.

Equal Opportunities

Dumfries and Galloway Constabulary is committed to ensure equality of opportunity for all applicants and employees. The Equal Opportunities Policy outlines Dumfries and Galloway Constabulary's commitment to eliminate discrimination on the grounds of gender, transgender status, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, age, sexual orientation, religion or belief; or any other non-job related factors. Your application will be treated in accordance with this policy. Please complete the enclosed Equal Opportunities Monitoring Form to enable us to

monitor the effectiveness of our policy. This form will be detached from your application form on receipt and held confidentially by the HR Department.

Data Protection Act 1998

Your completed Application Form, or any other personal information which we obtain about you during the recruitment process, will be stored and processed in accordance with the Data Protection Act (1998). The data will be processed in relation to your application to work for Dumfries and Galloway Constabulary, or for the inclusion in your personal records if your application is successful.

Application forms and interview notes for unsuccessful applicants will be retained for a period of 12 months from the date of interview.

By submitting an application for employment, you are consenting to the recording and use of the information provided.

Further Information

If you wish further information about Dumfries and Galloway Constabulary, please log on to our web site www.dg.police.uk

Return Address

Please return completed application forms to:

**Police Staff Recruitment
HR Department
Dumfries and Galloway Constabulary
Police Headquarters
Cornwall Mount
Dumfries
DG1 1PZ**

We look forward to receiving your application.

Dumfries and Galloway Constabulary



Police Staff Application for Employment

Post applied for:	Ref No:
Division/Department:	
Closing date:	

Personal Details	
Surname	Forename(s)
Home Address	
Post Code	
Home Tel:	Mobile Tel:
Work Tel:	Can we contact you on this number Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please complete if the selection criteria indicates that a driving licence is essential or desirable)	
National Insurance Number:	

Present, or Most Recent, Employment		
Please do not leave any unexplained gaps.		
Employer's name and address:		
Job title:		
From:	To:	Notice Required:
Job purpose/duties		
Reason for Leaving		

Previous Employment		
Employer's name and address:		
Job title:		
From:	To:	
Job purpose/duties		
Reason for Leaving		

Previous Employment				
Please start with the most recent first and include any temporary, unpaid and voluntary work experience.				
From	To	Name and Address of Employer	Position Held / Duties	Reason for Leaving

Knowledge, Skills and Experience

Use this space to tell us why you are suitable for this post. Use the information provided regarding the post (job description or person specification) as a guide to what you should be telling us. The information you give can be taken from previous work experience, hobbies or any other aspect of your life which you feel is relevant.

Please attach further continuation sheet if required

Rehabilitation of Offenders Act, 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4 (2) of the Rehabilitation of Offenders Act 1974, does not apply. All previous convictions must therefore be disclosed. Refer to guidance note for further information.

Have you ever been charged/reported by the Police or Agency for any crime or offence or received an official Police or Procurator Fiscal warning?

Yes No

Are you awaiting the outcome of any Police criminal enquiries against you?

Yes No

If yes to either of the above, give particulars:

Guaranteed Job Interview Scheme

Dumfries and Galloway Constabulary is committed to positive action in the recruitment and selection of people with disabilities. We guarantee an interview to any applicant who has a disability as defined under the Disability Discrimination Act, 1995, **and** who meets the essential criteria for the post. Please regard this as an opportunity to let us help you. Tell us of any job aspects which could present difficulties and any suggestions for overcoming these.

Please provide information about your disability, relevant to the post applied for. This information assists us consider your application on its merits and avoids assumptions being made. In some cases this information is important in terms of Health and Safety, access to work locations, or alerting us to any potential needs for aids/adaptations in the workplace.

Disability Discrimination Act 1995

Are there any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for this post

Yes No

If yes, please give information on how we might assist you.

Referees

Please provide details of two referees, one of whom should be your current or most recent employer, if you have been previously employed.

Referee 1

Name:

Job Title:

Address

Telephone Number:

E mail Address:

Relationship to Applicant?

How long have you been known to this referee?

May we make contact prior to interview? Yes No **Referee 2**

Name:

Job Title:

Address

Telephone Number:

Email Address:

Relationship to Applicant?

How long have you been known to this referee?

May we make contact prior to interview? Yes No **Declaration**

I declare to the best of my knowledge the information given on this form is true and correct and understand that any false statements may disqualify me from appointment or may render me liable to dismissal.

Signed

Date

"Information you have supplied to Dumfries and Galloway Constabulary may be held on computer or in manual records. Dumfries and Galloway Constabulary complies with and supports the Principles of the Data Protection Act 1998."

EQUALITY AND DIVERSITY EMPLOYMENT MONITORING FORM

The Scottish police service is committed to equality of opportunity both as an employer and as a service provider. Every force and associated agency recognises the value that a diverse workforce can bring. To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete this monitoring form. This form will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 1998.

Please tick the relevant box in each section, or complete details as appropriate.

What is your age?

- 16-24 years
- 25-34 years
- 35-44 years
- 45-54 years
- 55-64 years
- 65+ years
- Choose not to disclose

Do you consider yourself to have a disability?

- Yes
- No
- Choose not to disclose

What is your gender?

- Male
- Female

Do you currently or have you previously considered yourself as transgender?

- Yes
- No
- Choose not to disclose

What is your religion or belief?

- None
- Church of Scotland
- Roman Catholic
- Other Christian, please write in below
-
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Any other religion or belief, please write in below
-
- Choose not to disclose

What is your sexual orientation?

- Bisexual
- Gay/Lesbian
- Heterosexual
- Other
-
- Choose not to disclose

What is your ethnic group?

Choose **ONE** section A – G, then tick **ONE** box which **best describes** your ethnic group or background.

A. White

- Scottish
- English
- Northern Irish
- Welsh
- Other British, please write in below
-

- Irish
- Gypsy / Traveller
- Polish
- Other white ethnic group, please write in below
-

B. Mixed or multiple ethnic group

- Any mixed or multiple ethnic group, please write in below
-

C. Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please write in below
-

D. African

- African, African Scottish or African British
- Other, please write in below
-

E. Caribbean or Black

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please write in below
-

F. Other ethnic group

- Arab, Arab Scottish or Arab British
- Other, please write in below
-

G. Choose not to disclose

- Choose not to disclose

Where did you see this vacancy?

- Force Website
- Force Facebook Page
- Other Internet Source
- Intranet (Internal)
- D&G Council Bulletin
- Job Centre
- Local Press
- Specialist Journal
- Word of Mouth
- Other, please write in below
-