**POLICE RECRUITMENT**

**APPLICATION FORM**

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| Position applying for:  Special Constable  Trainee Police Constable  Transferee Officer | | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS (SEE NOTE 1)** | | | | | | | | | | | | | | | | | |
| Family Name (surname): | | | | | | | Surname at birth/previous surname/maiden name (if different): | | | | | | | | | | |
| Forename(s): | | | | | | | Preferred Forename: | | | | | | | Title (Mr, Mrs, Miss, Dr): | | | |
| Date of Birth: | | | | | | | | | Age: | | | | | | | | |
| Town and Country of Birth: | | | | | | | | | | | | | | | | | |
| Relationship status: Single Married Divorced Widowed Civil Partnership | | | | | | | | | | | | | | | | | |
| Current address: (including postcode) | | | | | | | | | | | | | | | | | |
| Email address: (please print CLEARLY) | | | | | | | | Social Media Handles: | | | | | | | | | |
| Mobile: | | | | | | | | | |
| National Insurance Number: | | | | | | | | | | | | | | | | | |
| Do you have a full driving licence? | | | | | Yes  Driving Licence Number: | | | | | | | | | | No | | |
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| **DISABILITY (SEE NOTE 2)** | | | | | | | | | | | | | | | | | |
| *The Equality Act 2017 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes those with any disability to apply.* | | | | | | | | | | | | | | | | | |
| Do you require any assistance with this application or any part of the assessment process? If yes, please provide details: | | | | | | | | | | | | | Yes | | | | No |
| Do you consider yourself to have a disability or have a learning disability such as dyslexia that you wish us to know about at this stage? If yes, please provide details: | | | | | | | | | | | | | Yes | | | | No |
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| **WELLBEING** | | | | | | | | | | | | | | | | | |
| *Please give details of all sickness absences from work or education during the last 3 years. Whilst every case is treated on its merits, we need people who are reliable and able to attend for work on a regular basis. If you wish to disclose or provide further information regarding any absences, please supply details. Use a separate sheet if necessary.* | | | | | | | | | | | | | | | | | |
| Date from | Date to | | | Total number of days absent (including weekends) | | | | | | | Reason for absence | | | | | | |
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| **EYESIGHT** | | | | | | | | | | | | | | | | | |
| Do you meet the police eyesight standard? | | | | | | | | Yes | | | | No | | | | | |
| If yes, please give the name of the opticians and date of test:  **Applicants must have undertaken and passed the police eyesight test in the 12 months immediately prior to the closing date of the recruitment campaign** | | | | | | | | | | | | | | | | | |
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| **ABILITY TO SWIM** | | | | | | | | | | | | | | | | | |
| Are you able to swim? | | | | | | | | Yes | | | | No | | | | | |
| ***Successful candidates will be required to complete the National Water Safety Management Programme*** | | | | | | | | | | | | | | | | | |
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| **NATIONALITY (SEE NOTE 3)** | | | | | | | | | | | | | | | | | |
| *In order to be eligible, you must either be a Manx worker or a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.* | | | | | | | | | | | | | | | | | |
| Are you an Isle of Man worker as defined in the Control of Employment Act? | | | | | | | | | | | | | Yes | | | No | |
| What is your nationality? | | | |  | | | | | | | | | | | | | |
| If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions? | | | | | | | | | | | | | Yes | | | | No |
| If you are a Commonwealth citizen or other foreign national, you must include a copy of your passport showing that your stay in the UK is free of restrictions. Photocopy of passport enclosed? | | | | | | | | | | | | | Yes | | | | No |
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| **TATTOOS (SEE NOTE 4)** | | | | | | | | | | | | | | | | | |
| Some tattoos may preclude you from becoming a police officer. Do you have any tattoos on your hands, forearms or face?  **If YES, please complete the section below and attach photographs to your application.** | | | | | | | | | | | | | Yes | | | | No |
| Where are your tattoos located? | | Hands  Neck | | | | Forearms  Face | | | | Other (please specify) | | | | | | | |
| Please describe the wording of your tattoo(s): | | | | | | | | | | | | | | | | | |
| Please give a translation of the wording if applicable, and describe any personal significance you attribute to the tattoo(s): | | | | | | | | | | | | | | | | | |
| Do you have any facial piercings? (These cannot be worn whilst on duty) | | | | | | | | | | | | | Yes | | | | No |
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| **MEMBERSHIP OF POLITICAL PARTY OR ORGANISATION (SEE NOTE 5)** | | | | | | | | | | | | | | | | | |
| Have you at any time been a member of any political party or organisation? If YES, please give full details: | | | | | | | | | | | | | Yes | | | | No |
| Are you a member of Britain First, the British National Party, Combat 18 or the National Front? | | | | | | | | | | | | | Yes | | | | No |
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| **TRADE UNIONS** | | | | | | | | | | | | | | | | | |
| Are you a member of a Trade Union? If YES, please give details: | | | | | | | | | | | | | Yes | | | | No |
| **You will be required to resign your membership if you are appointed.**  **This is a legal requirement.** | | | | | | | | | | | | | | | | | |
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| **BUSINESS INTERESTS (SEE NOTE 6)** | | | | | | | | | | | | | | | | | |
| Do you currently have any job or business interests which you intend to continue should you become a special/police constable? This includes any role that involves financial gain, eg property rental. | | | | | | | | | | | | | Yes | | | | No |
| If YES, please state the nature of this job or business and the extent of your involvement  (eg activity involved, non-executive director): | | | | | | | | | | | | | | | | | |
| Do you or your spouse or partner or any relative own or run a shop or business which requires a licence? (eg liquor, gaming, refreshment house or entertainment)  If YES, please give details: | | | | | | | | | | | | | Yes | | | | No |
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| **FINANCIAL POSITION (SEE NOTE 7)** | | | | | | | | | | | | | | | | | |
| *Unless otherwise stated, complete these questions in respect of the last 6 years. If YES, you must provide full details (including dates)* | | | | | | | | | | | | | | | | | |
| Have you ever had a loan arrangement terminated by a bank/building society/finance house/other? | | | | | | | | | | | | | Yes | | | | No |
| Have you had a credit/charge/store or cheque card withdrawn or been notified that a card or account has been defaulted? | | | | | | | | | | | | | Yes | | | | No |
| Are you in arrears with any existing loan/mortgage/hire purchase agreement? | | | | | | | | | | | | | Yes | | | | No |
| Have you ever been registered bankrupt? | | | | | | | | | | | | | Yes | | | | No |
| If your previous answer was YES, have your bankruptcy charges been discharged? Please provide a Certificate of Satisfaction as it is needed before your application can be processed. | | | | | | | | | | | | | Yes | | | | No |
| Have you had any court action taken against you for any debt? | | | | | | | | | | | | | Yes | | | | No |
| Have you been party to an Individual Voluntary Agreement (IVA), Trust Deed, Debt Referral Order (DRO), debt management programme or a voluntary agreement registered with the Isle of Man Courts of Justice, County Court, a Sheriffs Court or Court of Session Judgement in Scotland? | | | | | | | | | | | | | Yes | | | | No |
| If your previous answer was YES, has this been satisfied? Please provide a Certificate of Satisfaction as it is needed before your application can be processed. | | | | | | | | | | | | | Yes | | | | No |
| Have you been the subject of an attachment of earnings order? | | | | | | | | | | | | | Yes | | | | No |
| Have you had repossession proceedings commenced against you? | | | | | | | | | | | | | Yes | | | | No |
| Have you consolidated all your debts with one lender? | | | | | | | | | | | | | Yes | | | | No |
| Please state below if there is any further information relating to your financial position that you need to bring to our attention. | | | | | | | | | | | | | | | | | |
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| **CRIMINAL HISTORIES (SEE NOTE 8)** | | | | | | | | | | | | | | | | | |
| Have you ever been convicted for any offence or been formally cautioned by the police for any offences or any bind-overs imposed by any court? (you must include traffic convictions, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearance before a court martial. Any cautions as a juvenile should also be included)  If you have answered YES, please enter full details below. | | | | | | | | | | | | | Yes | | | | No |
| If you were a member of the Armed Forces, have you ever been prosecuted for any offence?  If you have answered YES, please enter full details below. | | | | | | | | | | | | | Yes | | | | No |
| Date (most recent first) | | | Offence/alleged offence | | | | | | Result | | | | Court/Police Force involved | | | | |
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| Do you have any impending prosecutions?  If YES, please give details below. | | | | | | | | | | | | | Yes | | | | No |
| Have you ever been involved in a criminal investigation (whether or not this led to any prosecution)?  If YES, please give details below. | | | | | | | | | | | | | Yes | | | | No |
| Have you ever been associated with criminals?  If YES, please give details below. | | | | | | | | | | | | | Yes | | | | No |

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| **EMPLOYMENT (SEE NOTE 9)** | | | | | | | | | |
| *Please provide full details of your employment for the last 10 years including full and part time work*  *(continue on a separate sheet if necessary)* | | | | | | | | | |
| 1. Current or Most recent Employer’s name and address: | | | Telephone number: | | | | | | |
| Email address: | | | | | | |
| Position Held: | | | Date Started: | | | Date left: | | | |
| Reason for leaving (if applicable): | | | | | | | | | |
| 2. Employer’s name and address: | | | Telephone number: | | | | | | |
| Email address: | | | | | | |
| Position Held: | | | Date Started: | | | Date left: | | | |
| Reason for leaving: | | | | | | | | | |
| 3.Employer’s name and address: | | | Telephone number: | | | | | | |
| Email address: | | | | | | |
| Position Held: | | | Date Started: | | | Date left: | | | |
| Reason for leaving: | | | | | | | | | |
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| **REFERENCES (SEE NOTE 9)** | | | | | | | | | |
| **Referee 1** | | | | **Referee 2** | | | | | |
| Name: | | | | Name: | | | | | |
| Address: | | | | Address: | | | | | |
| How do you know this person? | | | | How do you know this person? | | | | | |
| Telephone number: | | | | Telephone number: | | | | | |
| Email address (please print clearly): | | | | Email address (please print clearly): | | | | | |
| May we contact this referee now?  Yes  No | | | | May we contact this referee now?  Yes  No | | | | | |
| If NO, please detail why: | | | | If NO, please detail why: | | | | | |
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| **H M FORCES (SEE NOTE 9)** | | | | | | | | | |
| Are you serving, or have you served, in any of the following? | | | | | | | | | |
| Royal Navy | | currently serving  did serve | | | From:       to | | | | |
| ☐ Merchant Navy | | currently serving  did serve | | | From:       to | | | | |
| ☐ Royal Air Force | | currently serving  did serve | | | From:       to | | | | |
| ☐ Royal Marines | | currently serving  did serve | | | From:       to | | | | |
| ☐ Army | | currently serving  did serve | | | From:       to | | | | |
| ☐ Territorial Army | | currently serving  did serve | | | From:       to | | | | |
| ☐ Other | | currently serving  did serve | | | From:       to | | | | |
| Service number: | | | | Rank/Rating: | | | | | |
| Expected date of discharge: | | | | Reason for discharge: | | | | | |
| Commanding Officer: | | | | | | | | | |
| Unit name and address: | | | | | | | | | |
| Telephone: | | | | Email address: | | | | | |
| Are you liable for further service as a Reservist? | | | | | | | Yes | | No |
| If YES, please give details of Reserve liabilities. | | | | | | | | | |
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| **PREVIOUS APPLICATIONS TO, OR SERVICE WITH A POLICE FORCE** | | | | | | | | | |
| *Please give details of any previous service in any police force in the UK, for example, as police officer, special constable, police community support officer, volunteer, support staff or cadet.* | | | | | | | | | |
| Dates of service to/from (month/year): | Force (Warrant number): | | | Position held: | | | | Reason for leaving: | |
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| *Other than the above, please give details of any previous or current application to any police force in the Isle of Man or UK, for example for a police officer, police community support officer, special constable or support staff, whether these have been successful or not.* | | | | | | | | | |
| Month/year of application: | Force: | | | Position applied for: | | | | Result and details: | |
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| **YOUR EDUCATION (SEE NOTE 10)** | | | |
| Do you hold a GCSE in English Language at grade C or above? | | Yes | No |
| If yes, please give date and grade achieved: | Date: | Grade: | |
| If not, do you hold an equivalent qualification? | | Yes | No |
| If yes, please explain how it equates to our requirements: | | | |
| What is the highest academic qualification you have attained? | | | |
| Please tell us about any other skills you have such as driving or language skills and any voluntary or community activities you have been involved with. | | | |

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| **DECLARATION** | |
| I declare that to the best of my knowledge the information contained in this form is true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be rejected or, if already in employment, my appointment terminated. I understand that personal details about me will be held electronically and manually for employment purposes, subject to the requirements of the General Data Protection Regulations 2018. | |
| Signature: | Date: |
| Before submitting your application, please check that every question has been answered fully.  In line with Constabulary values, and in addition to our usual vetting checks, we will be carrying out open source checks across social networking sites during the recruitment process. | |
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| **THE CHIEF CONSTABLE RESERVES THE RIGHT TO REJECT AN APPLICATION WITHOUT GIVING A REASON.** | |

**This completed application form and all enclosures should be sent to:**

Organisational Development

Police Headquarters

Dukes Avenue

Douglas

Isle of Man

IM2 4RG

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| **EQUAL OPPORTUNITIES** | | | | | | |
| **The Isle of Man Constabulary is an equal opportunities organisation 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 discrimination, victimisation or harassment;  No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability. This is subject to the police service engaging in a positive action scheme which intends to overcome or minimise a person’s disadvantage; and  No job applicant or volunteer is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim. 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 job application in any way.  **Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity. This information forms no part of the recruitment process. It will be detached from your application on receipt.** | | | | | | |
| Age:  18-24  24-35  36-60 | | Gender:  Male  Female  Non-binary | | Is your gender different to that which you were assigned at birth? (optional)  Yes  No | | |
| Disability?\*  Yes  No  \*Under the Equality Act 2017 a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities. Cancer, HIV infection and multiple sclerosis are all conditions that are defined under the Equality Act 2017. | | | | | Sexual Orientation:  Bisexual  Gay/Lesbian  Heterosexual  Prefer not to say | |
| Ethnic origin (please tick the box that best describes your ethnic group or background) | | | | | | |
| White | British  Irish  Any other white background | | | | | |
| Mixed | White and Asian  White and Black Caribbean  Any other mixed background | | | | | |
| Asian or Asian British | Indian  Pakistani  Any other Asian background | | | | | |
| Black and Black British | Caribbean  Any other Black background | | | | | |
| Chinese or other ethnic group | Chinese  Any other (please state) | | | | | |
| Religion or belief | | | | | | |
| Buddhist | | | Sikh | | | |
| Christian | | | None | | | |
| Hindu | | | Prefer not to say | | | |
| Jewish | | | Other (please state) | | | |
| Muslim | | |
| Signature: | | | | | | Date: |

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| **GENERAL DATA PROTECTION REGULATION 2018** |
| In accordance with the Equality Act 2017, it is good practice to know the composition of people applying for the police constable roles, so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the assessment centre thereafter (if your application is successful). Your name, or any identifiable information, will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced. However, providing this information is voluntary.  The information you provide will be held by the Isle of Man Constabulary for the purposes outlined above, and in accordance with the General Data Protection Regulation and other associated data protection legislation, as well as our and duties under the Equality Act 2017. We will use the information collected from you to report on the composition of applicants. Your information will be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information will not be shared with any other organisation or used for any other purpose.  You information will only be held in an identifiable form for as long as is necessary by the Isle of Man Constabulary and in accordance with their retention schedule. You have certain rights under the GDPR and associated data protection laws regarding your personal data, which includes the right to access data held about yourself to ensure it is accurate, and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.  For more information about your rights, please see our full privacy notice on [www.iompolice.im/](http://www.iompolice.im/) |

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**POLICE RECRUITMENT APPLICATION GUIDANCE NOTES**

Your application form will determine whether you go through to the next stage of our selection process. It is essential that you read this document thoroughly and complete the application form fully. Ensure your writing is clear and concise. Continuation pages are only permitted where stated. Ensure you print your name at the top of each continuation sheet. Any sections that do not apply to you should be clearly marked N/A.

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| **ARE YOU ELIGIBLE TO APPLY?** |
| * You must be 18½ years of age or over by the recruitment campaign closing date. * Ideally you should not have a criminal record. If you have a conviction as an adult or juvenile, it is unlikely that you will be suitable to be a police officer, however some minor offences and cautions may not exclude you. You must disclose all offences within the Criminal Histories section. * You need to be a British citizen or a citizen of a country that is a member of the European Economic Area or Switzerland, or a Commonwealth citizen or foreign national who is resident in the UK and free from restrictions. * You must not have tattoos on your hands, neck, forearms or face which could cause offence to members of the public or colleagues, or be considered lewd, garish or provocative. * You must not be registered bankrupt with outstanding debts, have outstanding Isle of Man Courts of Justice or County Court Judgments against you, or be subject to a current Individual Voluntary Arrangement. * You must have a full driving license by the recruitment campaign closing date. * You must pass the Job Related Fitness Test. If you receive a conditional offer of employment from us or are placed into a pool of successful candidates to whom it is intended a conditional offer will be made when positions arise, you will also have to undergo a full medical. * You will need to meet the minimum eyesight standards. For more information go to [www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment](http://www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment). * You will need to have gained certain qualifications and/or experience before you can apply. To be eligible for appointment you will be required to have a GCSE in English Language or Level 2 Functional Skills in English. Policing qualification(s), experience as a Police Community Support Officer, a Special Constable or experience in a relevant Police Support Staff role will also be considered. * Applications will only be accepted by candidates who have applied on no more than two consecutive occasions in the last 3 years, with a maximum of 3 applications in the last 5 years. |
| **Any questions, then please contact**  **Organisational Development on 01624 631212 or PoliceJobs@gov.im** |

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| **NOTE 1 : PERSONAL DETAILS** |
| All correspondence up to the offer of employment stage is dealt with via email. You must ensure you PRINT your email address on the application form and regularly check your In Box for correspondence.  All Isle of Man Constabulary staff must undergo thorough vetting and screening prior to commencing employment.  Please list all names by which you have been known, including your name at birth.  Your application cannot be processed without a National Insurance number.  You must have a full driving licence by the closing date of the recruitment campaign. You must include your driving licence number and category. |
| **NOTE 2 : HEALTH, FITNESS, EYESIGHT AND DISABILITY** |
| Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a Police Officer once appointed.  You must arrange to have an eyesight test with an optician and complete the Eyesight Test Declaration prior to attending the full medical. Eyesight requirements are outlined here: <http://www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment>  If your application form is shortlisted, you will be invited to attend the Fitness Test. This is a shuttle run that takes place over 15 metres and to level 5.4. You must be physically fit to undertake this test and you will be asked to complete and sign a declaration just prior to undertaking the test. Consult your GP if in doubt and if you do have a medical condition then a GPs note confirming you are fit to undertake the test will be required to be produced prior to taking the test.  Following a pass at the Fitness Test, you will be given a Medical History Questionnaire to complete, in readiness for your full medical.  Failure to meet the medical and eyesight standards will mean you cannot be appointed.  The Equality Act 2017 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to complete the application form or undertake the assessment process. Please contact Organisational Development on 01624 631212 to discuss. |
| **NOTE 3 : NATIONALITY** |
| Applicants must be Manx or, as of 1st August 2017, qualify for an Isle of Man Work Permit before an appointment is confirmed with us. For more information on whether you qualify for an Isle of Man Work Permit, please refer to [http://www.gov.im/categories/working-in-the-isle-of-man/work-permits](file://reiltys/iomgroot/DeptShare_DHA_Police/Word/Douglas/WLB/Organisational%20Development/www.gov.im/categories/working-in-the-isle-of-man/work-permits).  Do not post your original passport with this application.  Other documentary evidence of your status may be required.  You will be required to produce your passport if invited to the Assessment Centre stage of this recruitment campaign. |
| **NOTE 4 : TATTOOS** |
| Tattoos are permitted, 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.  Members of the public are largely accepting of police officers with visible tattoos. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes of views inconsistent with the Isle of Man Constabulary’s Code of Ethics.  We will give careful consideration to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding whether to have such a tattoo.  Tattoos are not acceptable if they:  · Undermine the dignity and authority of the Isle of Man Constabulary  · Could cause offence to the public, colleagues and/or invite provocation  · Indicate unacceptable attitudes towards any section of the community  · Indicate alignment with a particular group that could give offence to members of the public or colleagues  · Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.  Facial piercings that undermine the dignity and authority of a Police Officer or their safety are not acceptable. |
| **NOTE 5 : MEMBERSHIP OF BRITISH NATIONAL PARTY OR SIMILAR** |
| The Isle of Man Constabulary 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 6 : BUSINESS INTERESTS** |
| You must declare if you, your spouse or partner or any relative living with you households, or has a financial interest in any licence or permit relating to liquor licencing, refreshment houses or betting and gaming, or the regulation of places of entertainment on the Isle of Man.  The Chief Constable may decide to allow the business interest, if they think it is compatible with being a member of the Isle of Man Constabulary. |
| **NOTE 7 : FINANCIAL POSITION** |
| Police Officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts responsibly.  Police Regulations 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 debt. Debts which are within your means and are manageable are not a bar to appointment.  The following will result in your application being rejected:   * Applicants who have existing County Court Judgements 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 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. * 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 8 : PREVIOUS CONVICTIONS** |
| By virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 (as amended), applicants for the position of Police Constable are not entitled to refrain from disclosing details of convictions, spent or otherwise.  You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, ie 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, anti-social behaviour orders 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 (Exceptions) 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).  Some applicants do not declare information which they may 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 them. You must advise them that these enquiries will be made. We cannot disclose the results of these enquiries to you.  Convictions or cautions will not necessarily 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.  The above statement should not be regarded as an authoritative statement of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 and in cases of doubt applicants should seek their own advice. |
| **NOTE 9 : EMPLOYMENT** |
| You should provide details of employment for the last 10 years, including both full-time and part-time work.  We will not contact your current employer unless you are offered employment (or unless you agree that we may approach them).  You must account for any gaps in employment and provide details for someone who can verify this.  Provide the name, address, telephone number and email address of **2 referees** and include the position they hold, if known. The first referee must be your current employer. Referees cannot be a current serving police officer or be related to you. You should have known them for at least 3 years.  Applications from members of H M Forces who have 12 months or more before discharge may still be accepted at the discretion of the Chief Constable. Enclose confirmation of your projected date of discharge (eg 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 recruitment process. This is in addition to your current employer’s reference, if different.  It is at the discretion of the Chief Constable whether successful applicants are allowed to remain on the Reserves List. |
| **NOTE 10 : EDUCATION AND SKILLS** |
| You must have a GCSE in English or Level 2 Functional Skills. Policing qualification(s), experience as a Police Community Support Officer, a Special Constable or experience in a relevant Police Staff role will also be considered.  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. |