



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 and must include your printed name at the top of each continuation sheet. Any sections that do not apply to you should be clearly marked N/A.

ARE YOU ELIGIBLE TO BECOME A POLICE/SPECIAL 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 licence for manual transmission 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.
- ✓ 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 produce a certificate at **GCSE in English Language Grade C, or Level 2 Functional Skills in English, or an equivalent qualification**. 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**

NOTE 1 : PERSONAL DETAILS

All correspondence up to the offer of employment stage is dealt with via phone or email. You must ensure you PRINT your email address on the application form and regularly check your In Box for correspondence (or junk/spam box).

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 in respect of a **manual transmission** vehicle by the closing date of the recruitment campaign. You must include your driving licence number and categories.

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. This will be determined by the Force Occupational Health Provider.

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 you are shortlisted then 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 Assessment Centre, 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>.

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. 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/Special 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 all employment up to the last 10 years, including both full-time and part-time work.

We will not contact your current employer unless you receive an initial offer of appointment (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 hold a GCSE in English Language at Grade C or Level 2 Functional Skills in English or equivalent qualification. 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.