



POLICE STAFF

APPLICATION FOR EMPLOYMENT

GUIDANCE

Thank you for your interest in a Police Staff vacancy with Fife Constabulary.

Alternative Formats

If you would like any part of this document in audio tape, or in a larger font, please contact the Personnel Unit, Human Resources (telephone 01592 418856 or email human.resources@fife.pnn.police.uk).

Completion of the Form

Please complete the application form in **black ink or type**. The completed form should be returned no later than the closing date on the advert. Applications received after this 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 form please attach a continuation sheet.

It is important that you study the information provided in the application pack carefully. The job profile 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 candidates 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 important, therefore, 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 applicants successful at this stage, inviting them to take part in the next stage of the selection process. If you do not receive a response within 6 weeks of the closing date, you should assume that your application has been unsuccessful in this instance.

Interview

During any 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, driving assessment, etc., may be utilised.

Proof of qualifications and a driving licence may be required. If applicable, please bring these and any other necessary documents with you to interview.

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 Recruitment Unit accordingly of any adjustments required to facilitate your attendance.

Additional Screening/Vetting Procedures

Prior to any appointment being made, additional screening and vetting will be conducted.

Medical Screening

Applicants who are short-listed for interview will be required to complete a Health Questionnaire. 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.

The completed questionnaire should be placed within the envelope provided and passed to the Interview Panel. Once the preferred candidate is identified, this sealed envelope will be passed to the Occupational Health Department to determine whether the applicant is fit for the post. The completed questionnaire is confidential and will only be considered by the Occupational Health Department.

Vetting Procedures

Due to the sensitive nature of the work carried out by Fife Constabulary, vetting checks must be undertaken in respect of the preferred candidate and his/her immediate family prior to an offer of appointment being made.

If you are short-listed for interview you will be issued with a Personal/Family Particulars 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 the successful applicant, 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) Fife 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.

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 Fife 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 6 months from the date of interview.

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

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 Fife 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. If you have any questions regarding this please contact the Personnel Unit, Human Resources (telephone 01592 418856 or email human.resources@fife.pnn.police.uk).

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 potential employees to ensure eligibility to work in the UK. Consequently, you will be required to provide one of the original following documents if your application is successful:

- A UK Passport
- An EEA or Swiss Passport or national identify 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 care, or letter from a Government Agency), along with:
 - A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland;

RESTRICTED WHEN COMPLETE

- 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 issue 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.

Equal Opportunities

Fife Constabulary recognises the need to ensure equality of opportunity for all applicants and employees. The Equal Opportunities Policy outlines Fife Constabulary's commitment to eliminate discrimination on the grounds of sex, marital status, colour, race, ethnic or national origin, age, disability, transgender status, 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.

Flexible Working

All jobs are open to job-share or part-time working unless otherwise stated.

Other forms of flexible working may also be possible, however this may be dependent on the individual requirements of the post.

Further Information

If you wish further information on Fife Constabulary, please log on to our web site www.fife.police.uk.

Return Address

Please return completed application forms to: **Personnel Unit, Human Resources, Fife Constabulary, Detroit Road, Glenrothes, Fife, KY6 2RJ**

We look forward to receiving your application.

RESTRICTED WHEN COMPLETE

Training and Development	
<i>Please detail apprenticeships, job related courses, etc.</i>	
Details	Date

Membership of Professional Bodies	
Are you a member of a Professional Body, or currently working towards achieving membership? Please provide details.	
Organisation	Grade of Membership

Present, or Most Recent, Employment		
Employer's name and address:		
Job title:		
From:	To:	Notice Required:
Job purpose/duties		
Reason for Leaving		

Previous Employment				
<i>Please start with the most recent first and include any temporary, unpaid and voluntary work experience.</i>				
From	To	Name and Address of Employer	Position Held	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 profile 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. You must provide **evidence** of these skills.

Please attach a 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 on front page.	
Have you ever been charged/reported by the Police for any crime or offence or received an official Police or Procurator Fiscal warning? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you awaiting the outcome of any Police criminal enquiries against you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes to either of the above, give particulars:	

Referees	
<i>Please provide details of two referees, one of whom should be your current or most recent employer, if you have been previously employed.</i>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
Referee 2	
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 <input type="checkbox"/> No <input type="checkbox"/>	

Flexible Working	
Are you interested in working on a part-time or job share basis within this post? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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



**FIFE CONSTABULARY
EQUALITY & DIVERSITY MONITORING FORM**

Fife Constabulary is committed to equality of opportunity both as an employer and as a service provider. We recognise 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 mark the relevant box in each section, or complete details as appropriate.

FULL NAME (PRINT)	
----------------------	--

GENDER		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Do you currently or have you previously considered yourself as transgender		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Choose not to disclose <input type="checkbox"/>	

DATE OF BIRTH (PRINT)

<p>ETHNIC ORIGIN</p> <p>Ethnic origin is about colour and broad ethnic and cultural group. The categories below closely match those used in the 2001 Census for Scotland.</p> <p>Please choose one section from A to G, then mark the appropriate box or give details to indicate your cultural background.</p> <p>A. White - Scottish <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/></p> <p>Any other White background, please state - _____</p> <p>Other White British, please state - _____</p> <p>B. Black - Including Black British</p> <p>Caribbean <input type="checkbox"/> African <input type="checkbox"/></p> <p>Other Black background, please state - _____</p> <p>C. Asian – Including Asian British</p> <p>Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/></p> <p>Other Asian Background, please state - _____</p> <p>D. Chinese – Including Chinese British</p> <p>Chinese <input type="checkbox"/></p> <p>Other Chinese background, please state - _____</p> <p>E Mixed Race</p> <p>Mixed Race - please state - _____</p>
--

ETHNIC ORIGIN

F Other ethnic background

Any other ethnic background - please state - _____

G. Choose not to disclose

PARTNERSHIP STATUS Single Married Civil Partner Partner Choose not to disclose

SINGLE - includes divorced or widowed.

MARRIED - includes separated but not divorced and those where the decree absolute has not been granted

DISABILITY / HEALTH

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment, which has a substantial and long term adverse effect on a persons ability to carry out normal day to day activities'.

Do you have a disability or health condition covered by the Disability Discrimination Act?

Yes No Choose not to disclose

If you answered yes, please state the nature of your disability: _____

RELIGION OR BELIEF

Church of Scotland Roman Catholic Other Christian – please state - _____

Buddhism Hinduism Islam / Muslim

Judaism / Jewish Sikhism Other - please state - _____

No Religion or Belief Choose not to disclose

SEXUAL ORIENTATION

Gay/Lesbian Bisexual Heterosexual Choose not to disclose

Please indicate where you saw this position advertised?

Fife Constabulary Website Job Centre Fife Council Bulletin Force Notices

Newspaper Please specify - _____

Other Please specify - _____

Thank you for providing these details. Your computerised personnel record will be updated with this information. Please be assured that all information will be treated in the strictest of confidence and names will not be shown in any statistics produced.