

Guidance Notes for Police Staff Application for Employment

Please refer to this guidance when completing your application form.

General Advice

Thank you for your interest in working with the Scottish Police Authority / Police Scotland. Application for employment can only be made by submitting the Police Staff Application for Employment Form. Please do not send or attach your C.V. as this will not be accepted.

The Police Staff Application for Employment Form contains a number of sections in which you are required to give important personal details, e.g. educational qualifications, your work history etc.

You are also expected to provide relevant information and evidence showing that you have the knowledge, skills, abilities and other personal qualities needed to do the job. We refer to these as **competencies**.

You should demonstrate in your own words that you have relevant experience, skills, knowledge, abilities and personal qualities that are needed for the post for which you are applying.

Applications for all police staff posts should be emailed to the Central Recruitment Team at recruitmentcentre@scotland.pnn.police.uk.

If you require the application form or these guidance notes in an alternative format, please contact the Central Recruitment Team on 01355 566350.

It is important that you read all the available published information about the post, which includes;

- These guidance notes
- Job Advert
- Job Description
- Preference Questionnaire (where applicable)
- Police Staff Application For Employment Form
- Equality and Diversity Employment Monitoring Form

The advert and job description provide the relevant information to help you identify if you possess the skills, knowledge and / or experience needed for the role and will therefore assist you in deciding whether or not you should pursue your application further.

You will receive an email confirming receipt of your application form, normally within 5 working days of submission.

Section 1 - Vacancy Details

It is very important that you complete all sections relating to the vacancy details which can be found within the advert and / or the published documents.

Section 2 - Personal Details

It is important that you fully complete all sections relating to your personal details. This will help us keep you updated with the progress of your application.

We may contact you using your email address therefore you should regularly check your email account, including the 'junk' folder in case our correspondence is automatically re-directed there. Applicants should be aware that the Scottish Police Authority / Police Scotland will not amend the arranged recruitment process in the event of correspondence being sent automatically to your 'junk' mailbox. Saving our email address as a contact in your email account can assist with this issue.

If your personal details change during the recruitment process, please ensure you advise the Central Recruitment Team of the amendment(s) as this could impact on your application should you be progressed to the later stages of the selection process.

Section 3 - Driving Licence

You are only required to complete this section if a driving licence is outlined as an essential criteria for the post you are applying for; otherwise there is no requirement for applicants to complete this section.

Where a driving license is essential, this will be included as part of the shortlisting criteria and thereafter, those invited to interview will be asked to bring their driving licence for verification purposes.

Additional information:

From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA.

The paper counterpart to driving licences was introduced to display details that could not be included on the photocard. These details include some vehicle categories that an individual is entitled to drive and any endorsement/penalty points. This does not affect photocard licences issued by DVA in Northern Ireland.

What this means:

Existing paper counterparts: A paper counterpart will no longer have any legal status after 8 June 2015. The current photocard driving licence is still valid.

Paper driving licences: Paper driving licences issued before the photocard was introduced in 1998 will remain valid and should not be destroyed.

Section 4 - Residency and Eligibility to Work in the UK and for the Scottish Police Authority / Police Scotland

The sole purpose of this section is to establish your eligibility to work in the UK and for the Scottish Police Authority / Police Scotland.

Residency

For Recruitment Vetting, a minimum period of 3 years UK residency applies. The calculation of this period refers to the period immediately before an application is made, and not any other 3 year period, or any other accumulation of time spent in the UK.

Eligibility to work in the UK

In accordance with the Immigration, Asylum and Nationality Act 2006, any successful candidate must be able to demonstrate their eligibility to undertake employment in the UK. Consequently, you will be required to provide **one** of the following documents (originals) should you be invited to attend for an interview:

- 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 a 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 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.

Alternatively, if you are unable to provide **one** of the documents listed above, then you will be required to provide the following documents (originals) should you be invited to attend for an interview:

- An official document bearing a National Insurance Number (e.g. a P45, P60, National Insurance Card or Letter from a Government Agency) along with any of the following:
 - 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
 - an immigration status document issued by the Home Office.
- a work permit or other approval to take employment issued by Works Permit UK, **along with either:**
 - 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.

Section 5 - Education

Some posts include a minimum level of educational or occupational attainment which is specified within the job description. On this basis please provide details of the educational qualifications you have obtained. You should also include details of any study that you are currently undertaking, including the anticipated completion dates and the level of qualification. If you are invited for interview, you will be required to provide original certificates of any educational or occupational qualifications essential for the post.

Section 6 - Training and Development

Please provide details of any apprenticeships, training or job related courses etc. that you have undertaken that you think are relevant and appropriate for the post applied for.

Section 7 - Membership of Professional Bodies

Please provide details of any professional body you are currently a member of. You may be requested to provide proof of your membership if invited for interview.

Section 8 - All Previous Employment Details

The first part requires you to tell us about your current or most recent employment including a brief summary of your main duties and responsibilities.

The second part is where you are required to provide your full employment history in chronological order, with the most recent first. Include dates, position held, reason for leaving and the employer name, address and postcode where ever possible. Please also provide dates and reasons for any gaps in your employment.

Section 9 - Evidence in Support of Application

This section is where you should demonstrate and evidence relevant experience, transferable skills, knowledge, abilities and personal qualities that you have gained through education, training, employment and / or volunteering.

Your evidence should be written in paragraphs for each of the competencies specified in the job advert with a maximum of 150 words per competency.

You will need to explain, in your own words that you have experience of putting into use the particular skills, knowledge, abilities and personal qualities that are needed for the post for which you are applying.

You can find a detailed list of our competency framework on our police staff recruitment web pages, which will provide you with the performance indicators associated with each of the competencies.

If there is insufficient space for you to fully answer the question, please attach a continuation sheet to your submission. You must clearly mark which section(s) that the additional information applies to. However this does not override the direction detailed in Section 9 regarding a limit of 150 words per competency.

Section 10 - References

You are required to provide details of two referees from your employment history, one of which must be your current employer. If you are not working you should provide the details for your most recent employer instead.

If you applying direct from education, with no employment history you should provide a referee from the relevant institution. Character / personal references will only be accepted where you have not been employed or where you are self employed for more than 5 years.

Referees will not be contacted until after vetting clearance has been satisfied for the preferred candidate identified at the interview stage. The Scottish Police Authority / Police Scotland reserves the right to contact any previous employers not specifically provided in Section 10, if there is reason for doing so.

Section 11 - Guaranteed Job Interview Scheme Declaration

The Scottish Police Authority / Police Scotland is committed to positive action in the recruitment and selection of people with disabilities. We guarantee an interview to applicants who have a disability, as defined under the Equality Act 2010, who meet the essential criteria for the post. Please regard this as an opportunity to let us help you by advising us of any aspect of the selection process which could present difficulties and any suggestions we can consider to help support you.

On this basis please provide information about your disability that is relevant to the post applied for.

This information assists us to consider your application on its merits and avoids assumptions being made. In some cases this information is important in terms of health and safety, accessibility or the potential need for support aids / adjustments throughout the selection process or in the workplace.



Section 12 - Declaration

This section must be completed by you to confirm that the information given throughout the application form is true and complete to the best of your knowledge and belief. If you provide any false information or omit relevant information, this may result in disqualification from the selection process, withdrawal of any offer of employment or disciplinary action being taken, including dismissal.

By emailing or sending this application to the Scottish Police Authority / Police Scotland, you will be deemed to be confirming your acceptance of the terms of this declaration.

You will be required to sign the printed copy of your application at the interview stage.

Equality and Diversity Employment Monitoring Form

The Scottish Police Authority / Police Scotland recognises the need to ensure equality of opportunity for all applicants and employees and is committed to appointing the most suitable applicant for the role. The Equality, Diversity and Dignity Standard Operating Procedure confirms we are committed to eliminating discrimination on the grounds of any protected characteristic or other non-job related factor. Your application will be treated in accordance with this policy.

To enable us to monitor the effectiveness of our policy, please complete the Equality and Diversity Employment Monitoring Form. The information you provide will be recorded and held electronically by the Central Recruitment Team only and will not be accessible to anyone involved in the selection process.

The Scottish Police Authority / Police Scotland promotes the use of positive action, in accordance with the Equality Act 2010, to encourage a workforce that is representative of the diverse communities we serve and therefore welcomes applications from all sections of our communities.

Submitting Your Application Form

Once you have fully completed your application form, it should be emailed with a completed Equality and Diversity Employment Monitoring Form to:
recruitmentcentre@scotland.pnn.police.uk.

This mailbox does not generate an auto receipt however we aim to send you an email acknowledging receipt within 5 working days.

Applications must be received by the Central Recruitment Team no later than 4.30pm on the advertised closing date unless the advert states otherwise. Only completed applications received by this deadline will be considered.

If, however, you require to complete the application form by hand you must ensure that your application is posted in time to reach the following address within the guidelines stated above, to: Police Scotland, Central Recruitment Team, Training and Recruitment Centre, Eaglesham Road, East Kilbride, G75 8GR. If sending your application via post, **it is your responsibility** to ensure the appropriate postage is paid for the size, type and weight of letter. Forms with insufficient postage may not be delivered in time and will therefore not be included in the shortlisting process.

Selection Stages

Following shortlisting you will be notified via email or letter if you are to be invited to the next stage of the selection process. Normally the next stage of the selection process will be a competency based interview.

On occasion additional selection methods are used, such as skills tests, driving assessments which are dependent on the role requirements. If applicable, additional selection stages are detailed on the job advert and / or the job description.

Interview

If you are invited to interview you should be aware that a competency based framework will be used. This means that you will be asked questions reflective of the advertised competencies relating to the role. Whilst preparing for interview, you should think carefully about how you can best demonstrate to the interview panel that you can meet the essential criteria and competencies.

It is useful, for example, to think about experiences you have had which evidence that you have knowledge, skills, abilities and other personal qualities to do the job. These are referred to as **competencies**.

A full copy of our competency framework is available on our police staff recruitment web pages to help applicants prepare for interview. Click below to find our more.

<http://www.scotland.police.uk/assets/pdf/recruitment/competencies>

A competency example should:

- describe an example from your previous experience
- set the scene and context for your action
- be short and to the point
- include evidence that is relevant to the broad descriptors of the competency
- be in your own words
- describe what you did, thought and felt and why
- describe the impact of your actions on others and on the situation
- make clear what your responsibilities and objectives were and what resources you used where relevant
- show that you know why your actions were effective and/or how you could have improved on what you did
- describe the outcome(s) of your actions

You will be required to bring all requested documentation with you to your interview.

You will be required to provide proof of residence in the UK and bring original documents which verify your current address, such as a utility bill, bank statement or most recent council tax bill. Confirmation of the required documents will be included in your invite email or letter and will be in line with the guidance outlined above.

Vetting

The Police Scotland is committed to the maintenance of the highest levels of honesty and integrity and to the prevention of corrupt, dishonest, unethical or unprofessional behaviour.

Vetting is carried out on all potential employees to Police Scotland to ensure the reputation of the Service is maintained and its assets safeguarded.

Vetting checks include financial checks which are undertaken in respect of preferred applicants prior to formal offer of appointment being made. Following the interview stage preferred applicants will be contacted by the Central Recruitment Team.

A Police Staff Vetting Form will be issued and must be returned as soon as possible to minimise delays as it is not uncommon for vetting checks to take a number of weeks to complete. No formal offer of appointment will be made until these checks are fully satisfied.

The information provided will be verified by reference to information already held on computer. This is necessary to firmly establish that if you are the preferred candidate that there are no concerns regarding your suitability for the post in terms of access to confidential information and / or personal contact.

You should note that under the Data Protection Act 1998 (as amended) the Scottish Police Authority / Police Scotland is a registered data controller, and, as such, the information 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

Only after vetting clearance is obtained will a provisional offer of employment will be made albeit this will remain subject to pre-employment health screening, employment references being fully satisfied and SPA approval to appoint.

Pre-Employment Health Screening

Preferred applicants are required to complete and return an initial pre-employment health declaration.

Should additional personal information be required this will be requested and managed confidentially between the preferred applicant and our relevant occupational health and wellbeing provider.

Employment References

Referees will not be contacted until after vetting clearance has been satisfied for the preferred applicant. The Scottish Police Authority / Police Scotland reserves the right to contact any previous employers not specifically provided in Section 10, if there is reason for doing so.

Data Protection Act 1998

Your completed application form or any other personal information which we collect about you during the recruitment and selection 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 the Scottish Police Authority / Police Scotland, or for the inclusion in your personal records if your application is successful.

Application forms and associated documentation will be retained for a period of six months.

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

Further Information

Applicants with further queries regarding completion or submission of their application form should contact the Central Recruitment Team on 01355 566350 or by emailing recruitmentcentre@scotland.pnn.police.uk.