

Central Scotland Police Application For Employment Police Staff



GUIDANCE

Thank you for your interest in a police staff vacancy with Central Scotland Police.

ALTERNATIVE FORMATS

If you would like any part of this document in another format please contact: 01786 456355/456358.

COMPLETION OF THE FORM

Please complete the application form in black ink or type. It must be returned to Central Scotland Police no later than the closing date on the advert. Applications received after the closing date will not be put forward for short-listing. Please do not include a CV 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 pack carefully. The job description and person specification will give you the 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 a 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. Letters will also be sent at this stage to those candidates who have been unsuccessful on this occasion.

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 the 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, a driving licence (both parts) if available and confirmation of your current address (utility bill, bank statement) will be required. Please bring the originals of these and any other necessary documents with you to interview. Please also refer to information detailed under "Asylum and Immigration Act 1996 (as amended)".

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 Human Resources Department accordingly of any adjustments required to facilitate your attendance.

ADDITIONAL SCREENING / VETTING PROCEDURES

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

Vetting Procedures:

Due to the sensitive nature of the work carried out by Central Scotland Police, vetting checks must be undertaken in respect of the preferred candidates 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 Security Questionnaire which 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 contact. Please place the completed Questionnaire in a sealed envelope and pass to the HR Administration Department on arrival for interview.

You should note that under the Data Protection Act 1998 (as amended) Central Scotland Police 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.

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 in a sealed envelope and passed to the HR Administration Department on arrival for interview. Once the preferred candidate is identified, this envelope will be passed to the Health and Wellbeing Department to determine whether the applicant is fit for the post. The completed questionnaire is confidential and will only be considered by the Health and Wellbeing Department.

All applicants for appointment will require to undertake a pre-employment drugs test.

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 Central Scotland Police, or for the inclusion in your personal records if your application is successful.

The application forms and interview notes for unsuccessful applicants will be retained for a period of one year 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 Central Scotland Police. 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 Human Resources Department on 01786 456358/456355.

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
- a 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.

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 (eg. 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 Works Permit 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.

Should you be unable to provide photographic identification, please contact the Human Resources Department on 01786 456358/456355 for further guidance. We will also require proof of residence in the UK and require an original document which provides your current address, such as a utility bill, bank statement or most recent council tax bill.

EQUAL OPPORTUNITIES

Central Scotland Police recognises the need to ensure equality of opportunity for all applicants and employees. The Equal Opportunities Policy outlines Central Scotland Police 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 endorsed 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

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

FURTHER INFORMATION

If you wish further information on Central Scotland Police, please log onto our website: www.centralscotland.police.uk

RETURN ADDRESS

Please return completed application forms to:
vacancies@centralscotland.police.uk

or

Central Scotland Police
Police Staff Recruitment
Human Resources Department
Police Headquarters
Randolphfield
Stirling, FK8 2HD