

# ***Special Constable Guidance Notes***



**Serving our communities to  
make them safer and stronger**

Thank you for your interest in joining our organisation. This guidance note aims to provide you with all of the information you will need to successfully complete the application form. This includes information about the application process, details of the eligibility criteria, advice on how to complete the competency based questions and role requirement for a Special Constable.

Please ensure you complete the application form carefully and accurately. If any part of the form does not apply to you, please enter N/A in the relevant boxes.

Before you apply, please check that you meet our eligibility criteria.

## ***Who are we looking for?***

At Humberside Police we deliver our service with professionalism, compassion and with a strong victim focus. We aim to recruit people to the role of Special Constable who are talented and passionate about the role and will act with fairness, integrity and respect.

## ***Commitment is Paramount!***

In order to be successful in the recruitment process and also the role of Special Constable, you should understand the level of commitment we are expecting during the recruitment process, once you begin training and once you have been appointed as a Special Constable.

The application process can be time consuming and you will be required to complete every stage of the process before you can be appointed to the role of Special Constable.

Once you have been successful in the recruitment process there are mandatory training sessions that you must attend before you can start the role.

As a serving Special Constable you must be willing to commit to a minimum of 208 hours a year. This equates to around 16 hours a month.

# ***Recruitment Process***

## ***Application stage***

Once you have read this document and the details on our website, you are ready to complete our online application form. Please complete every section, as missing information may delay your application.

## ***Paper sift and competency questions***

Your completed application form will be checked against our eligibility criteria, please see page 3 for details of the criteria. If you are eligible to work for Humberside Police your competency based questions will be marked. In order to be successful at this stage you must demonstrate that you have the qualities that would enable you to carry out the role of Special Constable. Further guidance on how to demonstrate your competencies can be found later in this document.

## ***Fitness Test***

If you are successful at the competency based questions you will be invited to attend a fitness test. This is an endurance test and you will be asked to run back and forth along a 15 metre track in time with a series of bleeps.

## ***Workshop***

If you pass the fitness test you will be invited to attend a workshop event. This workshop event will give you the opportunity to gain more insight into the remaining stages of the recruitment process, you can ask any questions and you will have the opportunity to meet serving Special Constables.

## ***Assessment Centre***

The next stage of the process is to attend one of our assessment centres. These are normally held over a weekend and involve written tests and an interview. More details will be provided when you get to this stage.

## ***Pre-Employment Checks***

Candidates applying to be a Special Constable will be required to complete the same vetting procedures that apply to regular officers. This includes a medical assessment, security checks and you will also have your fingerprints and DNA taken. At this stage in the process your referees, which you are asked to provide the details of on your application form, will be contacted for a reference.

## ***Offer***

Once you have been successful at each stage and granted all clearances you will be offered a training date. If you want to find out more about the recruitment process and the commitment required to be a Special Constable, please visit our web page <http://www.wearehumbersidespecials.co.uk/>

# ***Eligibility criteria***

## ***Age***

You must be over 18 years of age at the time of applying. Please bear in mind that the retirement age for Special Constables is 60, this is in line with the retirement age for Police Officers.

## ***Nationality***

You must be 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 are free from restrictions are also eligible to apply. If you are a commonwealth citizen or other foreign national, you must provide proof that you have no restrictions on your stay in the UK. You must also demonstrate that you have residency in the UK for 3 years or more prior to applying.

## ***Criminal History***

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, but some minor offences and cautions may not exclude you.

## ***Tattoos***

Some tattoos may preclude you from becoming a special constable. You will be asked to submit two photographs of each tattoo as part of the application process, this will be submitted to our panel who will decide whether your tattoo meets the force dress code. Please ensure that you describe the tattoo wording, giving a translation if applicable. Describe any personal significance or meaning that you attribute to the tattoo.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of constable
- Could cause offence to members of the public or colleagues and/or invite provocation
- Are garish or numerous or particularly prominent
- Indicate unacceptable attitudes towards others, including women, minority groups or any other 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 discriminatory, rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

## ***Financial position***

Special Constables are in a privileged position with regard to access to information that could be considered potentially vulnerable to corruption. Applicants to the Police Service must not be under any pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also 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 debts. Debts which are within your means and are manageable are not a bar to appointment. You must not be registered bankrupt with outstanding debts, have outstanding county court judgements against you, or be subject to a current Individual Voluntary Arrangement (IVA)

## **Health**

Applicants must be in good health mentally and physically to undertake the role. You will be asked to complete a confidential medical questionnaire, this will need to be signed by your GP. A medical assessment will be carried out by our Occupational Health Department, you will need to pass the medical assessment to be eligible to join.

## **The Equality Act 2010**

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. Humberside Police are proud to have been accredited as a Disability Confident Employer by the Department of Work and Pensions. We welcome applications to work for us from people who have disabilities and undertake to adjust the recruitment process where reasonable in order to enable candidates to participate fairly.

We have a thriving Disability Support Group, which supports all officers and staff in the organisation who tell us they have a disability. The group meets regularly to find and agree good practice. Those affected by disability are encouraged to get involved, share their experiences and help the organisation to continue to improve.

If you have a learning difficulty and require reasonable adjustments please complete and return the College of Policing Important Candidate Information form to [Stephanie.Mooney@humberside.pnn.police.uk](mailto:Stephanie.Mooney@humberside.pnn.police.uk).

## **Occupation**

You are not required to be in any employment to apply to become a Special Constable. Some people's employment will be deemed a conflict of interest. Some examples of role where there is a conflict of interest are:

- Armed forces personnel
- Door staff/security personnel
- The holding of any licence in relation to alcohol, betting or entertainment

You are asked to provide details of employment from the last 10 years and you must account for any gaps in employment.

## **Education**

Qualifications are not a requirement for appointment. 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.

## Competency-based questions

In these questions we will be looking for evidence from your past actions, behaviours and experiences that you have some of the qualities necessary to be a Special Constable.

Please answer the questions with details of specific examples, we are particularly interested in what **you** did. For example, saying that you are a good communicator and listen well isn't enough. Instead, tell us about a time you had to use these skills and how this helped you deal with the situation described.

You can use examples from situations you have come across, your work or your social life. They do not have to be police orientated as long as they demonstrate the skills we are looking for.

Do:

- ✓ Provide specific examples explaining how you responded to the situation
- ✓ Make sure your answers are clear and the detail you provide is adding value to your answers
- ✓ Talk about what **YOU** did, you will not score well if you only talk about what your group/team have done
- ✓ Answer both questions. If you leave a question blank it is very unlikely you will pass
- ✓ Read questions fully, including the prompts provided.
- ✓ Use examples you found difficult to deal with, which are not normally part of your role or responsibility to take control of. Try to describe a scenario which comes to a better conclusion through your intervention than if you had not been involved.
- ✓ Make sure your answers are all your own work. Be honest as any applications containing any material that is not original and accurate may be discontinued.
  
- ✓ Use action verbs- the below is not an exhaustive list but could assist you

Action verbs	How you could use them
Tasked	I tasked...to...
Analyse	I analysed... and decided to...
Identify	I identified... and as a result...
Organised	I organised...to...
Considered	I considered...and then I...
Responsibility	I took responsibility by...

Don't:

- × Use jargon or slang terms
- × Add details onto extra sheets
- × Use multiple examples, choose one good example.