

[OFFICIAL]

Application Form

Data Protection Act, 1998

Personal data supplied may be held on or verified by computer

Post applied for:	Senior Policy Adviser – Band C
Location of post:	London

1. Personal Details			
Full Name:			
Rank & Collar No:		Length of Service:	
Current Post:		Station/Dept:	
Salary:		Vetting Level:	
Private Tel No:		Business Tel No:	
Email Address:			
Private Address:			

2. Dates to avoid – please note any dates for the next 2 months

The boxes on the application form can be expanded. It is recommended that no more than half a page per competency is used and that evidence is typed in Ariel font size 10 unless there are specific instructions to the contrary.

3. Further education or qualifications gained since joining the Police Service
Please attach to your application a copy of your relevant HR (Oracle) printout and detail any additional information or amendments to this records.

4. Training & Development
Please attach to your application a copy of your relevant HR (Oracle) printout and detail any additional information or amendments to this records.

5. Posting
Previous posts in Police Service

6. Additional Information
Please use this section to enter any additional information that you consider to be relevant to your application.

7. Competencies supported by evidence

The following competencies have been identified as being necessary for effective performance for this role. Please refer to the performance framework for the post you are applying for and complete competency evidence for those competencies only.

The boxes on the application form can be expanded. It is recommended that no more than half a page per competency is used and that evidence is typed in Ariel font size 10 unless there are specific instructions to the contrary.

Operational Effectiveness - Delivers quality outcomes to meet objectives

Operational Effectiveness - Manages work through informed and reliable judgement

Organisational Influence - Acts with Professionalism

Organisational Influence - Develops effective communications and working relationships

Resource Management - Manages own time and relevant resources efficiently and effectively

Please leave blank

Declaration

I declare that all the statements I have made in this application are true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information I am liable to have my application rejected.

Signed (Applicant):

Date:

8. Observations and Comments by Immediate Supervisor on the evidence provided

Comment should be made in conjunction with the information provided in Section 6 as to the suitability of the applicant

Signed:

Date:

9. Recommendation (to be completed by a member of your Force ACPO Command Team)

Comment should be made in conjunction with the information provided in Section 7 as to the suitability of the applicant *This section MUST be completed.

Signed:

Date:

Where the applicant has **not** been recommended, the reason(s) **must** be justified and explained on this page. The applicant should be informed of the decision and countersigned in Section 9, commenting if necessary.

10. Applicant's Comments (to be completed by applicant if not recommended)

I have seen and noted the comments and *do ☐ / do not ☐ wish to comment as below
(*indicate which is applicable)

Signed:

Date:

11. Human Resources (Any additional information as required)

HR Unit Details:

Contact Name:

Address:

Phone Number:

Email Address:

***Must be filled in**

Signed (HR Lead):

Date:

Recruitment Monitoring Questionnaire

Age	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+
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Gender	Male		Female	
	Trans man		Trans Woman	

Marital Status	Single		Co-habiting	
	Married			

How would you describe your ethnic group?

White	White British		White Irish	
	Any other white background			

Black/Black British	African		Caribbean	
	Any other background			

Asian/Asian British	Indian		Pakistani	
	Bangladeshi		Any other Asian background	

Mixed	White & Asian		White & Black African	
	Any other mixed background		White and Black Caribbean	

Chinese	Chinese	
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Any Other Ethnic Group, Please Specify.....

Faith/ Religion	Sikh		Buddhist	
	Christian		Muslim	
	Hindu		Jewish	
	None		Decline to answer	
			Other please specify.....	

Sexual orientation	Lesbian		Bisexual	
	Heterosexual woman		Gay man	
	Heterosexual man		Decline to answer	
	Other please specify.....			

Do you consider yourself to have a disability?	Yes	No
Do you meet the Disability Discrimination Act definition of disability?	Yes	No

Preferred method of contact:

Letter ☐ Telephone ☐ Textphone ☐ Email ☐