

**STAFF IN CONFIDENCE**

**AUTHORISED FIREARMS OFFICER (AFO) APPLICATION  
AND  
SELF ASSESSMENT**

<b>FULL NAME</b>	
<b>COLLAR NUMBER</b>	
<b>DISTRICT / DEPT / COMMAND FUNCTION &amp; FORCE</b>	

**Instructions & Guidance**

- A. As part of the application process, it will be necessary to complete the section of the form, which relates to the strengths and abilities relevant to the role of an Authorised Firearms Officer.
- B. Applicants should complete Sections One and Two. You are advised to read each section in its entirety before completing it.
- C. You should be open and honest with your answers and you must provide the appropriate evidence in support of your claims. Answers should be restricted to the space provided on the form, but comments are required for each skill area.
- D. Please note when completing Section 2, use a maximum of **300 words** for **each** PPF area. **TWO** examples are required for each PPF area within this section.
- E. Applicants successful at the selection stage will be required to undergo medical screening.
- F. The selection process will include the fitness test.
- G. Applicants will be subject to vetting by PSD; this may be undertaken at any time in the process.
- H. Applicants will be required to meet the attendance criteria.

## **CONTENTS**

**SELF DECLARATION – Applicants are required to complete this section. Information can be obtained through HR Shared Services if needed.**

<b><u>SECTION 1</u></b>	<b>PERSONAL DETAILS</b> To be completed by applicant
<b><u>SECTION 2</u></b>	<b>APPLICANTS SELF-ASSESSMENT</b> To be completed by applicant
<b><u>SECTION 3</u></b>	<b>SUPERVISOR'S ASSESSMENT</b> To be completed by First Line Supervisor
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<b><u>SECTION 6</u></b>	<b>RECOMMENDATION FOR TRAINING BY CHIEF SUPERINTENDENT JSOU/OSS</b>
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**\*\* OSS/JSOU RESERVE THE RIGHT TO APPLY FLEXIBILITY AT ANY OF THESE SECTIONS. THE FLEXIBILITY WILL DEPEND UPON THE NUMBER OF APPLICANTS APPLYING FOR THE ROLE WITHIN FIREARMS SUPPORT GROUP\*\***

**SECTION 1****PERSONAL DETAILS**

Surname:	
First Names:	
Rank:	
Collar No:	
Location/code and telephone no: of current workplace:	
Current Role:	
Date of Joining:	Length of Police Service

Which hand do you use: ( Please tick )	(       ) Left Handed	(       ) Right Handed	(       ) Ambidextrous
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**FIREARMS EXPERIENCE**

Previous <u>operational</u> firearms experience with another UK Constabulary, or HM Armed Forces:	(       ) YES, complete below	(       ) NO, go on to Part 2
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Give Brief Details:

**CONDUCT & PERFORMANCE - Applicants Self Declaration**

<b>CONDUCT</b>					
Are there any conduct issues (live cases or where sanctions are still in place) that you need to make us aware of at this stage? The table below shows the period that a misconduct sanction remains live.					
<input type="checkbox"/> NO <input type="checkbox"/> YES		If you answer YES, please provide details:			
Sanction		Period that it remains 'LIVE'			
Management Advice		12 Months			
Written Warning		12 Months			
Final Written Warning		18 Months			
<b>PDR</b>					
Do you have a current up-to-date PDR with a minimum of 'meets expectations'?					
<input type="checkbox"/> YES <input type="checkbox"/> NO		I confirm that my latest PDR rating is 'meets expectations' or 'exceeds expectations' I have a rating of 'does not meet expectations'			
<b>PERFORMANCE</b>					
Are you currently undergoing UPP or other performance interventions e.g. action plan?					
<input type="checkbox"/> NO <input type="checkbox"/> YES		I am NOT currently undergoing UPP / other performance interventions Details:			
<b>ATTENDANCE</b>					
Please note Humberside Police & South Yorkshire Police have a sickness/absence criteria of no more than 33 working days and / or more than 5 separate occasions of sickness absence in the previous 3 years. You must meet this criteria to be eligible to apply.					
<b>The attendance criteria does not apply to maternity leave and sickness absence resulting from pregnancy-related illness, when absence is directly related to a declared disability or for internal applicants when absence is directly related to injury on duty.</b>					
<b>DISABILITY/IMPAIRMENT</b>					
Please indicate below if you consider yourself to have a disability within the meaning of the Equality Act 2010.					
<i>NOTE: The Act defines disability as a 'physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities'.</i>					
Should you elect the option 'Prefer not to say', this <u>will not</u> be interpreted as being indicative of a disability.					
No		Yes		Prefer not to say	
If you feel you require any reasonable adjustments that we should be aware of prior to this process, then please make us aware					

## SECTION 2

### **APPLICANT'S SELF ASSESSMENT**

Research has shown that the following factors, listed in boxes A-E represent identified strengths for effective performance as a Firearms Officer. The headings are taken from the Policing Professional Framework, information contained in the National Police Firearms Training Curriculum, and The Management, Command and Deployment of armed officer's Manual of Guidance 2009.

You are required to carefully consider each of these factors and demonstrate the degree to which you possess that particular strength. It is important to be open and honest with your replies and to remember that no two individuals will possess these strengths to the same extent. Answers should be restricted to no more than **300 words in total** and should be recent examples.

**Please Note – TWO examples are required for specific areas where indicated\***

Your line manager is required to support your application based on the examples you supply and their knowledge of you.

**A. DECISION MAKING \*Two examples required\* (300 words in total)**  
(Please refer to the Policing Professional Framework – Behavioural Indicators)

**B. LEADERSHIP \*Two examples required\* (300 words in total)**  
(Please refer to the Policing Professional Framework – Behavioural Indicators)

**C. PROFESSIONALISM \*Two examples required\* (300 words in total)**  
(Please refer to the Policing Professional Framework – Behavioural Indicators)

**D. PUBLIC SERVICE \*Two examples required\* (300 words in total)**  
(Please refer to the Policing Professional Framework – Behavioural Indicators)

**E. WORKING WITH OTHERS \*Two examples required\* (300 words in total)**  
(Please refer to the Policing Professional Framework – Behavioural Indicators)

**In the light of your responses to the previous questions about your skills, please answer the following questions.**

**1. Consider the skills necessary to be an AFO, what do you consider to be your main strengths and weaknesses? (300 words maximum)**

2. Why do you wish to apply to become an Authorised Firearms Officer? (300 words maximum)

3. Please list any other factors which you would want to bring to the attention of those considering your application. (300 words maximum)

Signature of Applicant –..... Date.....

**PLEASE SEND THE COMPLETED SECTIONS ONE AND TWO TO YOUR FIRST LINE SUPERVISOR  
FAILURE TO COMPLETE THIS SECTION COULD RESULT IN THE APPLICATION BEING TERMINATED AT THIS STAGE**

### **SECTION 3**

#### **FIRST LINE SUPERVISOR ASSESSMENT** **INSTRUCTION FOR COMPLETION**

Supervisors, having read the applicant's response to the questions above, please use this section to substantiate the information provided by the applicant and present supplementary evidence in respect of the strengths required to be an effect AFO in each of the PPF skill areas:

##### **Decision making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

##### **Leadership**



### **Openness to change**

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.

### **Service delivery**

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

### **Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

### **Public service**

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

### **Working with others**

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

### **COMMENTS / SUPPLEMENTARY EVIDENCE**

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**To be completed by Line supervisor:**

Based on the information you have provided above, does the applicant show the potential for AFO duties?

Recommended for AFO assessment NOW ☐ after further experience in another role ☐

After further training and development in current role ☐ other? ☐

**Any response other than 'recommended now' should be justified and explained in the box below:**

Are there any other comments, which you wish to make about this candidate's application?

**If not recommended, the officer must be informed personally and advised as necessary.**

Signature of Supervisor ..... Rank.....Date.....

Printed Name.....

## **SECTION 4**

### **SUPERVISOR ASSESSMENT – TO BE COMPLETED BY AN OFFICER AT LEAST INSPECTOR RANK**

If considered relevant, attach driving record

.....

Based on information provided in Sections One, Two and Three and your own knowledge, does the applicant demonstrate now the potential for AFO duties? If you have ANY doubts about this candidate's suitability, please detail below. The reasons may only be temporary and if so, would not necessarily bar the candidate from training in the future.

Recommended for AFO assessment NOW ☐ after further experience in another role ☐

After further training and development in current role ☐ other? ☐

**Any response other than 'recommended now' should be justified and explained in the box below:**

Are there any other comments, which you wish to make about this candidate's application?

**If not recommended, the officer must be informed personally and advised as necessary.**

Signature of Supervisor .....Rank...T/Insp.....Date...

Printed Name .....

**WHEN COMPLETE PLEASE PASS TO THE  
DISTRICT/DEPARTMENTAL/COMMAND FUNCTION HEAD  
TO COMPLETE SECTION 5**

## **SECTION 5**

### **RECOMMENDATION BY DISTRICT COMMANDER OR DEPARTMENTAL / COMMAND FUNCTION HEAD**

Deputising officers may complete section 5, but **MUST** be of substantive Superintendent rank.

Based on information provided in previous sections of this application and on any additional knowledge you may have, does the applicant show the potential for AFO duties? Are there any additional comments you wish to make?

**If you have ANY doubts about this candidate's suitability, please say so. The reasons may only be temporary and if so, would not necessarily bar the candidate from training in the future.**

Recommended for AFO assessment NOW	<input type="checkbox"/>	after further experience in another role	<input type="checkbox"/>
After further training and development in current role	<input type="checkbox"/>	other?	<input type="checkbox"/>

**Any response other than "recommended now", should be justified and explained in the box below.**

## Section 5 continued...

Has the Applicant received Management Words of Advice in the past twelve months?

YES/NO

Has the Applicant received a Verbal Warning in the last twelve months?

YES/NO

Has the Applicant received a Final Written Warning in the last twelve months?

YES/NO

If "YES" please give details

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**If not recommended, the officer must be informed personally and advised as necessary.**

Signature of District Commander/Department/Command Function Head

..... Date .....

Print Name ..... Rank .....

**THE APPLICATION SHOULD NOW BE EMAILED BACK TO THE APPLICANT FOR SUBMISSION TO HR SHARED SERVICES**

**PLEASE NOTE THE CLOSING DATE FOR COMPLETED APPLICATIONS  
TO BE RECEIVED IN HR SHARED SERVICES IS 3/5/16**

**PLEASE LEAVE SUBSEQUENT SECTIONS BLANK**

**FAILURE TO COMPLETE THIS SECTION COULD RESULT IN THE APPLICATION BEING TERMINATED AT THIS STAGE**

## **SECTION 6**

### **RECOMMENDATION BY CHIEF SUPERINTENDENT, JSOU**

Recommended for training

YES

☐

NO

☐

Comments

.....

.....

.....

.....

Date.....Signed.....

Print

Name.....

## **SECTION 7**

### **RECOMMENDATION BY NOMINATED SENIOR FIREARMS OFFICER - ACC**

Recommended for training

YES

☐

NO

☐

Comments

.....

.....

.....

.....

Date.....Signed.....

Print  
Name.....

**IF NOT RECOMMENDED, THE CANDIDATE MUST BE INFORMED PERSONALLY OF  
THE REASONS**

**PLEASE RETURN TO JSOU**

**SECTION 8**

**CANDIDATES NOT RECOMMENDED**

I have been informed that my application has not been approved. The reasons why and any further actions required have also been explained to me.

Signature.....Date.....

Print Name.....

Informed of above by:

Signature.....Date.....

Print Name.....

**SECTION 10**

**FILING/RETENTION OF APPLICATION**

APPLICANT SHORT LISTED FOR INTERVIEW      YES/NO

RESULT OF THE INTERVIEW BOARD – SUCCESSFUL / UNSUCCESSFUL

**APPLICANTS RECOMMENDED FOR TRAINING**

Date to Firearms Training.....By

Signature.....

Date Received.....By

Signature.....

Initial ARV Course Allocated: From.....To.....

**Successful    YES/NO**



**Signature** .....

**Printed Name** .....

**Date** .....

**GUIDANCE NOTES FOR**  
**JSOU - AUTHORISED FIREARMS OFFICER APPLICATIONS**

- A paper sift will be carried out based on the evidence provided in the application form.
- The framework for the papersift will be based on the behaviours selected from the PPF Firearms Support Group Police Constable role profile. These are as follows:

Decision Making  
Leadership  
Professionalism  
Public Service  
Working with Others

The papersift will be based on the examples you provide within **Section B** of the AFO1 form. Please ensure you check for each behaviour A to E, whether you are required to give one or two examples and ensure you follow the below format when completing each section. All sections must be completed.

Evidence for each competency area must not exceed 300 words on the computer word count, whether the specific behaviour is looking for one or two example(s). (Please use the word count check tool under the Tools menu on Microsoft Word.)

**All evidence must be typed in a mandatory 12-point Arial font.**

- Each piece of evidence should be presented in a format that highlights the:
  - **Circumstances** (C)
  - **What Action** was taken (A)
  - **And the Result** (R)

Evidence of capability should be specific and factual rather than generalised comment and should, ideally, be as recent as possible and must relate to the candidates last three years' (or full time equivalent) policing experience. Time-scales of significant projects and operations should also be included. Where candidates are only being asked to provide two examples, it is recognised that it will be difficult to provide examples that will evidence the whole of the skill area definition (this is displayed on the application form within each competency area).