



Serving our communities to
make them safer and stronger



HR Services
putting people first

Completing your Application Form - Guidance

Please take the time to read the guide before completing an application.

It is important that you complete the form clearly and include all relevant information.

Your application form will be used in deciding whether you will be shortlisted and progressed to the next stage of the recruitment process.

The shortlisting panel will only use the information included on your application form, which will be compared with a pre-determined set of essential and desirable criteria.

If you have any questions relating to the information contained in this guidance of the application process, please contact the Recruitment Team via email: Recruiting@humberside.pnn.police.uk

It is important that you complete the form clearly and include all relevant information. Please do not send a C.V.

Tips

- Take your time and read the questions carefully
- Make sure that you understand all the questions
- Write your examples in a Word document and save as you go along
- Check spelling and grammar
- Re-read the whole application form before submitting

Specialist Knowledge & Competency Questions (Essential Criteria) – how to structure your response

Keep referring to the role requirement when completing your application

Always give as much detail as possible to demonstrate how you meet the requirements of the role requirement. You should give specific examples of what you did or said on a given occasion. It is important that we can see in as much detail as possible exactly what happened.

Generalisations about what you usually do, what you did on a number of previous occasions or what your group/team have done will not score well. We need to know what part you played on that occasion – not your opinion of what you would do.

The **STAR** method is a great way to answer competency based questions:

SITUATION – This about setting the scene, giving context and background to the situation

TASK– Describe your exact role in the situation.

ACTION – Describe what action you have taken

RESULT – Describe the outcome of the situation. You may want to reflect and high light if there was anything that you would do differently next time.