

## Job Application Form

(Please read the [guidance](#) at the end of this document before completing the application form)

### THE POST

Job Title:		Job Reference:	
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### PERSONAL DETAILS

Title:		Surname/Family Name:	
First name:		Surname at birth/previous surnames/maiden name (if different):	
Preferred name:			

National Insurance Number:			
Nationality	In order to be eligible, 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 free from restriction are also eligible to apply.		
What is your nationality?			
Please confirm you are a British Citizen or a passport holder from a full EU Member State	Yes		No
If a commonwealth citizen or a foreign national, you must include a copy of your passport showing that your stay in the UK is free from restrictions. Please include a photocopy of your passport with your application.			

Home Address	
Postcode	
Preferred Contact Number:	
Preferred Email Address	

### DISABILITY/IMPAIRMENT

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The Office of the Police and Crime Commissioner (OPCC) welcomes the recruitment of people who have disabilities.

Please indicate below if you consider yourself to have a disability within the meaning of the Equality Act 2010?

*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'.*

Should you elect the option 'Prefer not to say', this **will not** be interpreted as being indicative of a disability

Yes		No		Prefer not to say	
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South Yorkshire OPCC will endeavour to make reasonable adjustments (access, personal assistance etc) to enable disabled applicants to attend for interview. If you identify yourself as a disabled person and may require reasonable adjustments to be made in the event you are shortlisted for interview, please describe what these would be below:

## DETAILS OF CURRENT / MOST RECENT EMPLOYMENT

Employer:			Job title:		
Address:			Date Appointed:		
Postcode			Notice period:		
Reason for leaving/wanting to leave:					
Current Salary:					
Is this your current employer?	Yes		No		
If your current employer is a Public Sector organisation. Do you wish to be considered for a secondment into the post you are applying for ?	Yes		No		

Brief description of duties and experience gained:

**PREVIOUS RELEVANT EMPLOYMENT (Paid or unpaid)**

(Most recent first)

Job Title	Employer	Dates and Reason for Leaving

Brief description of duties and experience gained:

Job Title	Employer	Dates and Reason for Leaving

Brief description of duties and experience gained:

Job Title

Employer

Dates and Reason for Leaving

Brief description of duties and experience gained:

Job Title

Employer

Dates and Reason for Leaving

Brief description of duties and experience gained:

Please use the below box to document any further job experience you believe to be relevant to the post and/or to explain any gaps in employment

## EDUCATION /QUALIFICATIONS

**Successful candidates will be required to provide proof of their qualifications including professional qualifications and memberships of any professional bodies prior to confirmation of appointment.** Please list all your academic, vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations / qualifications due to be taken. Start with the most recent.

School/College/University/Other	Exams Passed	Grade
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**SUPPORTING STATEMENT**

Drawing upon your experience, knowledge, skills and abilities, please provide examples to show how you meet the essential (and desirable, if appropriate) criteria for the post as detailed in the Person Specification. Short listing criteria is based on the Person Specification and you should give as much relevant information as you can. We are looking for evidence from your current work, previous work or situations from your personal life, voluntary or community work. Fairly recent examples tend to be the best ones to use – as they are more recent and usually easier to explain.

**This should take no more than 2 sides of A4 with font size not less than Arial 10pt**

## REFERENCES

Please give the names and addresses of two people to whom we may write for references.  
One referee should be your current or most recent employer or most recent relevant employer.  
These referees will only be contacted if you are shortlisted for the post. Please indicate whether or not we may contact



them at this stage.	
Current / most recent employer Name: Role: Address:   Tel: Email:	Second referee Name: Role: Address:   Tel: Email:
If you are shortlisted, may we contact this person prior to interview?	If you are shortlisted, may we contact this person prior to interview?
<div>Yes</div> <div>No</div>	<div>Yes</div> <div>No</div>

## DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability for the role you are applying for.

This application forms part of your volunteer agreement - If you are successful in being appointed any incorrect/incomplete information could lead to dismissal.

Are you currently employed by Humberside or South Yorkshire Police?	
Do you have any family or other relationship(s) with any persons currently working with or for Humberside or South Yorkshire Police? If yes, please provide details	
Do you hold a full manual driving licence?	
Are you a member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality?	
Do you have any previous addresses?	

## BUSINESS INTERESTS

Do you currently have any job or business interest which you intend to continue should you become employed with the OPCC?	
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## PREVIOUS WORK

Have you ever worked for a police force/ HM Forces / Government agency?	
Have you previously been the subject of a vetting procedure?	
Vetting level if known	

## VETTING

As part of the recruitment process, successful candidates would be subject to a stringent vetting process which involves consideration of criminal antecedents, financial issues, national security and depending upon the level of clearance required, members of your family, associates and co-residents over the age of 10 years. Please complete the below questions:

Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-over's imposed by any court?

Do you have any impending prosecutions?

Have you ever been involved in a criminal investigation (whether or not this led to any prosecution) or been associated with criminals?

Have you ever been involved in any actions that could be described as Political / Religious / Racial / Environmental / Disruptive?

Do you associate with any person's (inc family members) who you know or have reasons to believe has unspent criminal convictions, or is engaged in criminal activities?

Are you aware of any other circumstances or characteristics, which may impact on vetting clearance?

## DECLARATION OF OTHER ACTIVITY

Please complete the below questions and give details where appropriate:

Have you ever been the subject of disciplinary action in any previous roles?

Have you ever been the subject of any performance management activity in any previous roles?

Have you ever been involved in any activities that could cause reputational issues to the PCC?

## MARKETING

To enable us to monitor our public relations and marketing activity, please indicate below where you first heard about this job.

## DECLARATION

The information contained in this form is, to the best of my knowledge, accurate and complete.

Signature:

Date:

## INTERVIEW DATES

Please indicate any of the interview dates that you are NOT available to attend.

**21 December 2022, 22 December 2022, 4 January 2023, 5 January 2023**



## Guidance Notes for Applicants

**Please read this information carefully before completing the application form.**

- All applicants are required to complete an application form. Unless specifically stated, we will not accept CV's in place of, or in addition to, the form.
- Before you start to complete the application form it is important to read the Job Description and Person Specification.
- Please fill in all sections of the application form and do not leave blank boxes.
- The application form should be completed in black ink or type-face. Please note the text boxes will automatically adjust size based on the number of words/characters. This will vary across the form and will not form part of the marking criteria. No attempt should be made to redesign the form.
- During the process of application (submission, shortlisting, interview) your application form will be stored securely on an encrypted and password protected database. Your data will not be shared with any third party. Following the application process:-
  - o Successful Candidates: your application documents will be stored electronically on your secure personnel file for the duration of your employment with South Yorkshire OPCC.
  - o Unsuccessful Candidates: Your application documents and interview notes will be stored for a period of one year following recruitment (date of interview/s) in order to provide any required feedback. All documents at that point will be permanently deleted or destroyed.

### **Further Information in support of your application / Supporting Statement**

- The application should show how you meet the criteria on the Job Description and Person Specification. Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace.

### **Pre-employment checks**

- All candidates who are successful at interview will be notified that they are the preferred candidate. A formal offer cannot be made until pre-employment checks (medical, vetting and references) have been successfully completed.

### **Before submitting your application**

- Check through the form to make sure that you have included all your relevant skills and experience. Remember: the application form is the only thing we see, we cannot guess about your skills and experience, so tell us even if it seems obvious.
- Check you have included your equal opportunities form with your application. It will be separated from the application and will not be seen by anyone involved in the recruitment panel.
- Finally, make sure you return the form by the closing date. We are unable to consider late applications.

Thank you for your interest in the role and best of luck!