

Guidance notes for completing the special constable application form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before completing the form. [Further information on your eligibility](#) can be found on the College of Policing website.

You should also retain a copy of your completed application for reference.

Note 1: Personal details

Applicants for the police service must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

Your application will not be processed without a national insurance number.

Some forces require a full UK driving licence on application.

Note 2: Nationality

To be eligible for appointment, you must be a British citizen or a citizen of a country that is a member of the European Economic Area (EEA) or Switzerland. Commonwealth citizens and foreign nationals are also eligible to apply but only if they are resident in the UK with indefinite leave to enter or remain in the UK or EU settled status.

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 should therefore send a copy of your passport showing that your stay is free of restrictions.

Nationals of the EEA or Switzerland also need to provide evidence that their stay is free from restrictions.

Note 3: Entry routes into policing

Please indicate if you have performed any of the roles listed.

Note 4: Qualifications

You do not have to possess formal qualifications to become a special constable. However, for those without formal qualifications, a test to assess English and Maths skills will form part of the pre-sift process.

Recognition of international qualifications

Any person applying to the police service with an international qualification will need to demonstrate its equivalence to UK qualifications. You can do this by contacting the UK National Academic Recognition Centre (NARIC), which is the national agency responsible for providing information, advice and opinion on academic, vocational and professional qualifications and skills from all over the world.

UK NARIC is contracted to the UK Government and provides the only official source of information on international education and training systems and international qualifications and skills attained from outside the UK.

Health, fitness, eyesight and disability

Applicants to the Special Constabulary must be in good health and be both physically and mentally able to perform the duties of a police officer once appointed.

Successful applicants will be asked to fill in a medical questionnaire prior to appointment. You will also be asked to undertake a medical examination, which will include an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test. [Details of the test](#) can be found on the College of Policing website.

[Eyesight requirements](#) are outlined on gov.uk.

Note 5: Precluded occupations

There are some occupations that are not compatible with also serving as a special constable. This may be due to factors such as the nature of the work role, the industry or sector, role responsibilities and regulatory powers that may be attached. Examples include:

- members of the regular armed forces
- police community support officers
- police and crime commissioners (PCCs)

- members of parliament
- members of employers' police forces and private constabularies
- magistrates, judges, justices' clerks and all Crown Prosecution Service employees
- Highways Agency traffic officers, employed in an 'on-road' capacity
- Border Force officers or HM Revenue and Customs officer powers
- neighbourhood and street wardens and other uniformed patrol wardens
- traffic wardens, civil enforcement officers and school crossing patrols

There are also a range of occupations where an applicant's suitability for appointment will need to be considered locally by the chief officer of the police force, using their discretionary abilities. These may include (but are not limited to):

- members of the armed forces reserves
- members of the fire service
- those employed in areas which bestow client privilege
- members of the medical and health professions
- members of Border Force or National Crime Agency
- holders of premises licences, designated premises supervisors, holders of personal licences and licensees of betting/gaming premises
- probation officers
- youth and social workers involved in the administration of criminal law
- bailiffs, warrant officers, private detectives and inquiry agents
- employees of security organisations and security personnel, guards and door supervisors
- individuals working directly to PCCs
- individuals working in roles with party political relevance or affiliations

There may be other occupations where the chief officer will consider whether they are suitable for an individual to also serve as a special constable. Decisions regarding suitability are for the chief officer of the force. You should contact the force directly if you have questions about the suitability of your employment role.

Note 6/7/8: Criminal convictions, tattoos and financial responsibility

Special constables are subject to the same behavioural, appearance and responsibility standards as regular officers. Professional integrity and ethical behaviours must be maintained. The policing [Code of Ethics](#) outlines the required behaviours for all who work and volunteer in policing.

Reminder

You should carefully read the respective sections of the application form and answer all questions honestly, openly and without omitting any relevant details. Failure to do so could cause your application to be rejected.