



# POLICE

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## GUIDANCE ON APPLICATIONS FOR POLICE STAFF VACANCIES

Thank you for requesting the application pack for a police staff vacancy.

For any queries that arise during the recruitment and selection process, please contact the HR department of the relevant Force as follows:

	Telephone	Email
HR Service Centre	01953 424747 (ext 4747) choosing Option 2 when prompted	hrservicedesk@norfolk.pnn.police.uk

Many of our police staff vacancies are now joint roles across Norfolk and Suffolk, however for the purposes of the recruitment and selection process, only one of the two forces will deal with the vacancy. **The ‘dealing’ Force is the Force that you initially contacted in order to request this application pack.**

### Equal Opportunities

#### **Disabled applicants**

Under the terms of the Equality Act 2010, a person has a disability if he or she has a physical or mental impairment which has a substantial or long-term adverse effect on his or her ability to carry out day-to-day activities.

Norfolk and Suffolk Constabularies are committed to ensuring that unnecessary barriers to the employment of disabled people are removed, and will endeavour to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

It is our policy to guarantee an interview for all disabled candidates who meet the essential requirements of the person specification of the post.

Please let the appropriate HR Service Desk know if you would like specific assistance to be arranged during the recruitment process and in particular if you require this application form in alternative formats e.g. via computer disc, audio tape or enlarged print.

#### **Job-share and part-time working**

Where a post is suitable for job-share/part-time working, this will be stated in the advertisement.

#### **Equal Opportunities Monitoring Form**

Equal Opportunities monitoring information will be removed from completed application forms and will not be made available to those carrying out the selection process. Monitoring information is used by the Constabularies to provide management statistics for meet internal and external reporting requirements, e.g. HMIC.

#### **Internal applicants**

Norfolk and Suffolk Constabularies fully support internal career development and encourage employees to apply for other positions within the organisations. Both internal and external candidates will be assessed in



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exactly the same way. Internal candidates will be subject to line management endorsement of their application in line with the Joint References policy.

## **Data Protection**

The information provided in your application form will be entered into a manual filing system as well as a computerised recruitment system and as such is governed by the principles set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Norfolk or Suffolk Constabulary, and will be held for one year or, if successful, held for the period of your employment.

Personal information supplied by you about yourself, family members and people with whom you reside will be used as part of the vetting process. It is your responsibility to make family members and fellow resident members aware of these checks.

## **BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM, PLEASE READ THROUGH THIS GUIDANCE CAREFULLY.**

The application pack consists of:

- Guidance notes for applicants
- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form

## **Completing the application form**

The application form may be typed or hand written. If handwritten, please write clearly in black ink as this will ensure that photocopies are clear and easy to read. Once fully completed please retain a copy of the application for your own records. A CV may be submitted to support your application, but does not replace the **full** completion of the application form.

Do not submit the same application for a series of jobs: if you are applying for several posts, each application should be tailored to the particular person specification for the post.

**Personal Information:** Please ensure you list all surnames which you have been known as, including your name at birth. Your National Insurance number must also be included. As part of the recruitment process we need to check that you are entitled to work in the UK, therefore if you are invited to interview, we will need to see verification documents such as National Insurance Card, Passport, Birth Certificate or Work Permit in order for us to comply with the terms of the Asylum and Immigration Act 1996.

**Details of Employment:** You need to give details of your present and all previous employment, including full postal addresses. You may also include any voluntary/work experience.

**Education and Qualifications:** You should provide details of qualifications you have gained both in the UK and overseas. You may be asked to produce any relevant certificates if offered the post.



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**References:** Where you have been employed within the last 5 years, the referees must be your two most recent employers. If you have not been previously employed (either not at all or not within the last 5 years due to a break in your career) please nominate two responsible individuals who know you well but who are not related to you or your partner i.e. voluntary work/work experience co-ordinator, teacher/tutor, character referee, etc. If you have only ever been employed by one employer/organisation please nominate a responsible individual as described above as your second referee. We will only take up references for the successful candidate, and will not contact your current employer without your permission.

**Driving Licence:** Although a driving licence will not ordinarily be a factor in the selection process, in very few cases there is a requirement to drive police vehicles due to the specialist nature of the work, however, this will be detailed in the person specification.

**Association with Existing Employees:** If you are connected to any member of Norfolk or Suffolk's Office of the Police and Crime Commissioner or Norfolk or Suffolk Constabularies, you must provide details of your relationship.

**Work permit:** To be eligible for employment with Norfolk or Suffolk Constabularies your stay in the United Kingdom must be free of restrictions and you must have been resident for more than 3 years. If you are a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows your stay in the UK is free from restrictions. **Do not send your actual passport** with this application. Other documentary evidence of your status may be required.

**Statement in support of your application:** This is where you must provide evidence of how you meet all of the essential and desirable criteria of the role, as listed on the person specification. We will **not** make assumptions about you and your abilities based on information provided elsewhere within the application form.

You should write down your evidence underneath a heading for each criteria. Evidence should relate where possible to current or previous employment, however it may also be provided from voluntary work or outside interests where this is relevant to the role.

Where written skills are listed as one of the criteria for the post, your Statement of Support will be used to assess such skills. Relevant skills may include grammar, spelling, your ability to express yourself clearly and concisely, and your ability to organise information.

## **Submitting the completed application**

After making a copy for your own records, please return your completed application together with the completed monitoring form and any other associated documents by the closing date either by post, email or fax as below. Faxed copies of your application form and other associated documents will be accepted no later than the published closing date. The fax that you send should be accompanied by a front cover marked for the attention of the Human Resources Department. The original documents must follow immediately.



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Applications received after the closing date will only be accepted in exceptional circumstances with the agreement of the line manager of the vacant post. If any extension is granted, this will be notified immediately to all those who requested an application for the post.

If you wish to withdraw your application at any time, you should do so by contacting the appropriate HR Service Desk.

If Norfolk is dealing with the vacancy:	If Suffolk is dealing with the vacancy:
<p><b>Norfolk Constabulary</b>  <b>Human Resources Department</b>  <b>(Building 7)</b>  <b>Operations &amp; Communications centre</b>  <b>Falconers Chase</b>  <b>Wymondham</b>  <b>NR18 0WW</b></p> <p><a href="mailto:hrservicedesk@norfolk.pnn.police.uk">hrservicedesk@norfolk.pnn.police.uk</a></p>	<p><b>Suffolk Constabulary</b>  <b>Human Resources Department</b>  <b>Police Headquarters</b>  <b>Portal Avenue</b>  <b>Martlesham Heath</b>  <b>Ipswich</b>  <b>IP5 3QS</b></p> <p><a href="mailto:hrservicedesk@norfolk.pnn.police.uk">hrservicedesk@norfolk.pnn.police.uk</a></p>

**If posting the application form, please use sufficient postage – C4 envelopes (A4 size) require a LARGE stamp.**

Owing to the number of applications received we do not notify applicants of receipt of applications as a matter of course, however please feel free to contact us to confirm receipt. **If you have not heard from us within 30 days of the closing date please assume that you have been unsuccessful on this occasion.** If you are unsuccessful, please do not be discouraged from applying for other positions within Norfolk and Suffolk Constabularies.

**What happens next?**

**External Applicants** - If you are not shortlisted, you will be sent no further communication due to the high volume of external job applications that we receive, but please do not be discouraged for applying for other vacancies within Norfolk and Suffolk Constabularies.

**Internal Applicants** - If you were not shortlisted, the HR Service Desk will inform you via letter, advising who you can contact for feedback.

If your application has been short-listed, we will write to you to invite you to attend a selection process. The selection process will usually involve an interview, but depending on the role may also involve use of other assessment methods such as ability testing, presentations, work samples, etc. If such an assessment method is required, it will be stated in your invitation letter.

Reasonable adjustments should be made to allow individuals with a disability to undertake the required selection process. If a shortlisted applicant informs the HR Service Desk that they are disabled, the HR



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Service Desk will contact the individual to ascertain whether any reasonable adjustments are necessary for the interview/assessment, e.g. hearing loop, sign language interpreter, etc.

## **Interviews**

The most common selection process we use are interviews where candidates are asked a series of questions based on your knowledge and experience in relation to the activities and responsibilities of the post. Candidates are also asked questions on their technical skills/knowledge in relation to the job description and person specification. All candidates will be asked the same set of questions, but any probing questions may differ according to your response.

You will be required to provide examples from past experiences which demonstrate your ability to carry out the activities of the role applied for. Do take time to think about when you have demonstrated a particular skill or behaviour, so spend a few minutes going back into your memory and noting particularly good pieces of work, projects or situations where you know you did well over the last couple of years.

The interviewers will normally be a panel of two or three people. They may not have seen your application, so it is better to assume that the panel knows nothing about you. Remember the interview is your opportunity to provide examples of your experiences in your responses to questions, in the context of the role for which you are applying.

## **Vetting**

Under current legislation you will also have to supply documentary proof of your right to live and work in the United Kingdom. You will therefore receive a Vetting Identification form with your interview letter, which you should complete and bring with you to the interview with proof of identification and residence.

If you are successful at interview, you will be asked for full Vetting Information which will be reviewed by the Vetting Unit and a decision will be made regarding security clearance. All information given will be held in confidence. Please refer to the 'Vetting – Frequently Asked Questions' information sheet at the end of these guidance notes for further details.

Successful candidates will also be sent an Occupational Health Questionnaire which will be sent directly to Occupational Health who will confirm whether or not you are fit enough for the proposed appointment.

## **Interviews - Results**

All candidates, successful or otherwise, will be informed in writing of the result of the selection process in which they have taken part.

If you are successful at interview you will be contacted by a member of the interviewing panel who will offer you the position verbally. This offer will be subject to security/vetting checks, satisfactory references, and health assessment. Thereafter, you will receive an official appointment letter and contract confirming the offer made to you.

**Full details of the application, short-listing and selection procedures are outlined in the Recruitment of Police Staff policy available by clicking [here](#).**

## **Vetting – Frequently Asked Questions**

NOT PROTECTIVELY MARKED



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## **What is the vetting policy within Norfolk & Suffolk Constabularies?**

As part of the recruiting process for employment, internal moves or contractual work, Norfolk & Suffolk Police complete a vetting review that includes checks on police intelligence records and finance checks.

## **Why is vetting necessary?**

Investigations at national and international level have provided evidence that criminals actively target police staff or others connected with the police service that could be used to assist them in furtherance of their criminal activities. Members of the press and employees of private detective agencies also target police staff to obtain confidential information. Another security risk is the potential for criminals or their associates to infiltrate the work force. In addition, the Police Service is required to carry out National Security Checks for those in certain sensitive posts to counter threats, which may stem from foreign intelligence services and terrorist groups.

## **How does the vetting system work?**

You will be asked to complete a form to provide personal information and confirm your identity and place of residence. For roles requiring enhanced vetting, additional forms will be supplied to you to provide financial information and/or details for national security checks to be completed. Details are checked against criminal records, intelligence records and credit reference agencies. A decision will be made following assessment of the information and taking into consideration your suitability to have access to police premises, information and systems. If there is a delay with your appointment a review will be undertaken to ensure that no changes have occurred since completion of the forms.

## **What if I keep quiet about something in my past and hope no one finds out?**

Knowingly providing false information, or concealing information on a vetting form or at any subsequent interview could be regarded as evidence of unreliability and/or dishonesty. Your clearance could be refused because of this, even though what you were seeking to conceal would not in itself have caused a problem, or lead to a refusal of clearance. Furthermore, your clearance could be removed at a later date if the facts subsequently come to light.

Remember — it is only in the most serious cases that consideration will be given to refusing vetting clearance. The main objective of the vetting procedure is to ensure that members of staff cannot be compromised because they have 'secrets' they do not wish to be disclosed.

## **Can checks be carried out if I have not been resident in the United Kingdom?**

Because of the vetting requirements necessary to be undertaken before employment or access to premises or assets within Norfolk & Suffolk Police, it is difficult to complete thorough checks on individuals who have not been resident in the United Kingdom for the previous three years. Therefore, except in very exceptional circumstances, three year residency is an essential requirement. We also ask that if a foreign national has not resided in the UK for 5 years that they obtain a Criminal Record Certificate from their Embassy in this country.

## **Do I have to complete the procedure?**

For all applicants, if you decide, for whatever reason, that you are unable to complete any particular sections of the questionnaires, you should discuss the matter with the Vetting Officer. This should be done before submitting forms to the Vetting Unit. In some cases it may be necessary for you to be interviewed by the Vetting Officer before a decision about your vetting clearance can be made. The objective of the



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interview is to obtain sufficient information to enable the Vetting Officer to make a fully informed decision on vetting clearance and to discuss any issues, which are identified.

It must be remembered that persons not vetted under this procedure will be denied unrestricted access to force premises, information or systems. For contractors this could affect their ability to meet their obligations and such risk remains with the contractor. No liability is assumed by the force.

## **Consent**

Although written consent is obtained for vetting checks on applicants, it would not be practical to seek written consent from every person whose details are included in a vetting questionnaire. It is therefore the applicants' responsibility to ensure family members included in the application are notified as part of the applicant's vetting process.

As vetting clearance is a pre-requisite of employment, applicants who refuse to undertake the procedure for themselves or family members should not be considered.

## **How long does the vetting clearance last?**

Police Recruitment Vetting (RV) is valid for ten years. If you require an enhanced level of vetting, Management Vetting (MV) this is valid for five years.

Contractor vetting, including partnership workers and volunteers, which is referred to as non-police personnel vetting (NPPV) has three levels. NPPV Level 1 is valid for twelve months, NPPV Level 2 is valid for three years and NPPV Level 3 is valid for five years.

National Security Vetting (NSV) has three levels. Counter Terrorist Check (CTC) is valid for ten years, Security Clearance (SC) is valid for ten years and Developed Vetting (DV) is valid for seven years.

## **What happens if my circumstances change, will this affect my clearance?**

You are obliged to notify the Vetting Unit of any significant changes in your personal circumstances, including partner's details, financial situation and any convictions, cautions, reprimands, warnings, or fixed penalty notices. Failure to notify any significant changes which are later identified could lead to revocation of your clearance. If in doubt, please notify the Vetting Unit who will be able to provide you with some guidance.

## **If vetting clearance is refused can I appeal?**

Internal applicants may appeal to the designated ACPO officer whose decision is final. External applicants have no right of appeal.

In cases relating to national security checks, a separate appeal process is available. Information regarding this process can be supplied by the Vetting Officer upon request.

## **Financial Position: What is the purpose of financial enquiries?**

Financial checks are now completed for all posts. Their purpose is to assess whether you are sensibly managing your finances and have direct or indirect access to sufficient funds to minimise the risk of vulnerability to financial inducement.

It is in this context that details of an individual's finances, and with enhanced vetting procedures that partner's finances are required. However, if you are not aware of the extent of your partner's finances and



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your partner will not disclose this information to you, you must indicate this in the questionnaire and include as much information as possible.

Individuals are most vulnerable when they have debts or other relevant factors which have not been disclosed. It is recognised that when the information has been provided 'in confidence' the risk of compromise is significantly reduced.

There is no need to worry about mortgage and credit commitments that are in line with your income, providing you are normally able to manage the repayments. Debts only become a problem where they are substantial and individuals fail to take remedial action.

### **Storage and access**

The Vetting Unit is contained within the Professional Standards Department and all vetting forms are stored securely and are only handled by the Vetting Unit staff. Personal details are stored on a secure vetting system with access restricted to the Vetting Unit.

All data is stored electronically and where required, paper records are stored for 6 years, in line with current national and Force procedures.

Personal details and applications will not be shared with any third party, unless you are consulted or only in exceptional circumstances.