

YOUR FULL NAME

FOR OFFICE USE ONLY

Date Received:

Pass / Fail

Staff Initials:

Application Form for Appointment as a

SPECIAL

CONSTABLE



It is essential that you read the guidance notes carefully before completing this form.

SPECIAL CONSTABLE

1. You must complete all sections of this form yourself in **black** pen.
2. When using continuation pages clearly mark which questions they refer to.
3. Please put your full name at the top of each continuation sheet.
4. Sections which do not apply to you should be clearly marked by putting an X in the Section N/A box.
5. Please note, if you submit this form incomplete it will delay your application.

DATA PROTECTION ACT 2018

Norfolk / Suffolk Constabulary will collect and use personal information and special category data so that it can carry out its legal and legitimate functions as defined by legislation, common law, regulation, policy and best practice. The Constabulary processes information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the Support Policing Purposes (including but not limited to payroll, training, personnel administration, health and welfare etc).

We will collect and use personal information and special category data for employment/contract purposes and will not use or disclose information for any other purposes without your consent, unless required to do so by law, or where the use or disclosure is permitted by law and is necessary and reasonable to do so. We take care to ensure the information we hold is accurate, up-to-date and deleted when no longer required.

For further details on how we use information and your information rights, please contact the Data Protection teams or visit:
www.norfolk.police.uk / www.suffolk.police.uk.

Section 1. PERSONAL DETAILS

Surname(s) _____ Surname at birth (if different) _____

Forenames _____ Title (Mr, Mrs, Ms, Miss, Dr) _____

Previous surname(s) _____

Date of birth _____ Place of birth (town, county & country) _____

Age (in years & months) _____ National Insurance number _____

Present Address _____

_____ Postcode _____

Email Address _____

Home telephone number (including area code) _____

Mobile telephone number _____

Section 2. NATIONALITY

What is your Nationality? _____

If a Commonwealth citizen, is your stay in the UK free of restrictions? YES NOHave you been resident in the UK for 3 or more years? YES NO If NO why? _____If a Commonwealth citizen, you must include a copy of your passport showing that your stay in the UK is free of restrictions. Is there a photocopy of your passport enclosed? YES NO

Section 3. DISABILITY



The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so.

Do you have a disability you wish us to know about at this stage? YES NO

Disability is defined as 'a physical or mental impairment, which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'. Successful applicants will be required to complete a Medical Health Questionnaire (MHQ) and undertake a medical examination prior to appointment. In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

Section 4. PREVIOUS ADDRESSES

Section N/A

Please give all addresses at which you have lived over the last five years. Start with the most recent. Do not include your current address. Continue on a separate sheet if necessary.

Full address & postcode _____

Dates from / to _____

Full address & postcode _____

Dates from / to _____

Full address & postcode _____

Dates from / to _____

Section 5. CONVICTIONS & CAUTIONS

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions will, however, result in your application being terminated.

Have you ever been convicted for any offence (including traffic convictions and appearances before a court martial)?

YES NO

If please explain in the table below.

Have you ever received a formal caution by police for any offence (including cautions as a juvenile) or any bind-overs imposed by any court? YES NO

If YES, please explain in the table below.

Have you ever been issued with a Fixed Penalty Notice?

YES NO

If YES, please explain in the table below.

You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 or any involvement with civil, military or transport police. You must also include any outstanding charge or summons against you. If you have answered YES, please enter details below.

Date (most recent first)	Offence / Alleged Offence	Result (if known)	Court / Police Station involved

Have you ever been involved in a criminal investigation? (Whether or not this led to any prosecution)

YES NO

If YES, please give details

Do you have any criminal associates?

YES NO

If YES, please give details

Section 6. TATTOOS

Section N/A

Do you have any tattoos on your face, neck, hands, arms or upper body?

YES NO

If YES, briefly describe their nature, location & meaning - You will be required to supply photos of your tattoos with your application.

Section 7. EMPLOYMENT, BUSINESS INTERESTS & VOLUNTEERING

Please give details of your current *or* most recent employer, please also give a detailed description of any casual employment, business interests or volunteering you are currently involved in.

Name, address and nature of business of employer	Position held and main duties (e.g. actively involved, sleeping partner, non-executive)	Dates from and to	Reason for leaving (if applicable)

Are you in a role regulated by, or requiring a licence or permit (e.g. liquor, gaming, refreshment house or entertainment) that is administered by the police? This includes current employment, business interest or volunteering. YES NO

If YES, please explain below

Do you, your wife/husband/partner or any relative living with you own or run a shop or business requiring a licence? (E.g. liquor, gaming, refreshment house or entertaining). YES NO

If YES, please explain below.

Section 8. FINANCIAL POSITION

If any of the following situations have applied to you in the last six years, please supply full details, including dates.

Have you had a loan arrangement terminated by a bank/building society/finance house/other? YES NO

If YES, provide details

Have you had a credit/charge/store or cheque card withdrawn? YES NO

If YES, provide details (date, company/bank & debt)

Are you in arrears with any existing loan/mortgage/hire purchase agreement? YES NO

If YES, provide details

Have you ever been registered as bankrupt? YES NO

If YES, provide details (date, court & debt)

Have your bankruptcy debts been discharged? YES NO

If YES, when?

If applicable, please provide a Certificate of Satisfaction.

Is there now or has there previously been any Court action taken against you for any debt? YES NO

If YES, provide details (date, court & debt)

Have you been party to a voluntary agreement registered with the County Court? YES NO

If YES, provide details (date, court & debt)

Has a County Court/Tribunal Judgement been made against you? YES NO

If YES, has this been cleared?

YES NO

If YES, when?

If applicable, please provide a Certificate of Satisfaction.

Have you had repossession proceedings commenced against you? YES NO

If YES, provide details (date, court & debt)

Full financial and vetting checks will be carried out should you pass the Specials Selection Process. A vetting form will be sent to you to collect financial information, details on your family and those associated with any partners. We will search for any criminal convictions or cautions recorded against the people listed on your vetting form. You must advise them that these enquiries will be made. The Police Service cannot disclose the results of these enquiries to you.

Section 9. DRIVING

Full driving licence? YES NO

If NO do you have a provisional licence? YES NO

Driving licence number _____

Section 10. PREVIOUS APPLICATIONS / SERVICE WITH THE POLICE

Section N/A

**SPECIAL
CONSTABLE**

Please give details of any previous or current service in any police force, for example, as Police Officer, Special Constable, Police Staff or Cadet.

Date of service from/to _____ Force _____

Capacity in which employed _____ Reason for leaving _____

Date of service from/to _____ Force _____

Capacity in which employed _____ Reason for leaving _____

Please give details of any previous applications for appointment, for example, as Police Officer, Special Constable or Police Staff.

Month/Year _____ Force _____

Post applied for _____ Result _____

Month/Year _____ Force _____

Post applied for _____ Result _____

If you have previously applied to join another police force, considerable time could be saved if we obtain details of any enquiries that have already been made. Please sign here to allow us to obtain details of enquiries previously made (including outcome of medical enquiries) from another police force. This does not apply to serving Special officers applying for transfer whose records will be checked.

Signature _____ Date _____

Section 11. HM FORCES

Section N/A

I have served/am serving in the (delete as appropriate):

Royal Navy Merchant Navy Royal Air Force Royal Marines Arm Other (please State) _____

I am serving in the: Territorial Army Voluntary Reserve Royal Naval Reserve Royal Auxiliary Air Force

Service Number _____ Rank/Rating _____

Commanding Officer _____ Unit Address _____

_____ Postcode _____ Telephone _____

Served from _____ Served to _____

Expected date of discharge _____ Reason for discharge _____

Are you liable for further service as a Reservist? YES NO

If YES, please give details of reserve obligations on a separate sheet. We will require formal disclosure of your Service Character Assessment. Please give consent below.

I consent to the disclosure of my Service Character Assessment for the purpose of my application to join the police service.

Signature _____ Date _____

Section 12. REFERENCES

Please give names and email addresses of two personal referees, these should not be related to you. We will collect your employer/academic referee details upon successful scoring of your application.

Name _____

Name _____

Relationship to you (e.g. neighbour) _____

Relationship to you (e.g. neighbour) _____

Email address _____

Email address _____

Section 13. WHAT WILL MAKE YOU A GOOD SPECIAL CONSTABLE

In the space provided below, write down why you think you would make a good candidate for the role of Special Constable. You should include any relevant skills, qualifications, hobbies and interests or experience. Your explanation should not exceed 250 words.

Section 14. COMPETENCY ASSESSMENT

At this stage of the application, it is vital that you can demonstrate the core competencies needed to be effective in the role of Special Constable. You need to be able to demonstrate that you have the competencies for your application to proceed to the next stage. You will be assessed in this question on how you acted to try to resolve or assisted the other person to resolve the problem. Please answer truthfully as you may be asked to expand on these examples at interview. Do not use continuation pages. Continuation pages will **not** be scored.

It is very important that Special Constables deliver an excellent service and develop good professional relationships with members of the public. Please recall an occasion when you had to deal with someone who has been unhappy with the service they had been given or the way that they have been treated. If possible, use an example of when you have done something more than listen or give advice to solve the problem.

Describe the situation, and tell us clearly why you think they were unhappy.

Tell us exactly what you did to try and sort out their problem, and when you did it.

How did you know they were happy with what you had done for them?

If you hadn't acted as you did, what do you think the outcome would have been?

Section 15. DECLARATION

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I understand that:

- Any change of circumstance will be notified to Suffolk Constabulary Specials Recruitment Department.
- Any offer of appointment will be subject to satisfactory references and vetting, a medical examination, fitness test and continued good conduct.
- A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.
- During the recruitment process my fingerprints and a sample of my DNA may be taken and held on record for elimination purposes.
- Successful applicants must serve wherever ordered to do so within the force area.
- The Chief Officer retains the right to reject any application (without giving reasons).

Signature _____

Date _____

EQUAL OPPORTUNITIES

The police service is an equal opportunity employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements, which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section of the application is voluntary, but the information will help us ensure equality of opportunity. The information forms no part of the recruitment process and is used for monitoring purposes.

AGE:

(Please Specify) _____

GENDER:

Male Female Prefer not to say

TRANSGENDER:

Do you identify yourself as transgender?

Yes No Prefer not to say

DISABILITY:

Yes No

SEXUAL ORIENTATION:

Bisexual Gay/Lesbian Heterosexual Prefer not to say

RELIGION/FAITH/NO FAITH:

Please state your religion or belief _____ Prefer not to say

ETHNIC ORIGIN:

ASIAN OR ASIAN BRITISH

Bangladeshi Indian Pakistani Other Asian background

BLACK OR BLACK BRITISH

African Caribbean Other Black background

CHINESE OR OTHER ETHNIC GROUP

Chinese Other ethnic group

MIXED

White & Asian White & Black African White & Black Caribbean Other mixed background

WHITE

British Irish Other White background

MARKETING INFORMATION

To enable us to monitor our public relations and marketing activity, please indicate what prompted your application to join the Police Service.

Tick any that apply.

- Careers office/School/College/Library Friend/Family/Other Word of mouth Internet site
Job Centre Leaflet Local press Local event e.g. recruitment fair/recruitment stand
National press Police Officer or other Police Service employee Radio Recruitment poster Television
Other (please specify) _____

Please give details of any other media, interviews or articles which prompted your application.

SPECIALISMS

Would you consider a specialism once you have completed your probation?

- Roads Policing Rural and Marine Team Warrants Team

A FINAL WORD

Read through your completed application form carefully to ensure it is clearly presented and that you have answered all the questions, marking them not applicable, if appropriate.

Failure to provide accurate and complete information may result in your application being rejected.

If, after reading through the recruitment material, you have any remaining questions or concerns, please feel free to contact the Special Constabulary Recruitment Team

CHECKLIST

Before returning your application form please check the following:

- Have you included a telephone number at which you can be contacted?
- If you are a Commonwealth citizen, have you included a photocopy of your passport with evidence that your stay here is not subject to restrictions?
- Have you signed the declarations as appropriate?
- Have you enclosed a Certificate of Satisfaction, if appropriate (financial checks)?
- Have you attached all additional information?
- Have you completed and enclosed the equal opportunities monitoring form and our marketing form?

WHERE TO SEND THE COMPLETED FORM

Specials, Volunteers & Cadets Team
Suffolk Constabulary HQ
Portal Avenue
Martlesham Heath
Suffolk
IP5 3QS

If you have any questions or are still unsure, contact Suffolk Constabulary Specials, Volunteers & Cadets Team by telephone 01473 613589 ext 3589.

You can also email us at: specialsandvolunteers@suffolk.pnn.police.uk