



GUIDANCE NOTES ON HOW TO COMPLETE THE APPLICATION FORM

Why it is important to follow these guidance notes

Reading these guidance notes will help you complete our application form correctly. The following points should always be taken into consideration, as they are particularly important:

- We do not accept Curriculum Vitae (CVs) and we will not consider any we receive.
- In completing your application you will need to think very carefully about how you complete the selection criteria section which requires you to give examples to show how you feel you meet each quality separately. We explain more about this below under Section 2 'Relevant Skills and Experience'.
- Please complete all sections of the form in typed format or normal handwriting using black ink. Applications can be downloaded from our website and completed electronically. Applications by e-mail are acceptable, but any such application must be confirmed with a signed hard copy sent to the Police Authority office by post.

The Application Form

Each section of the application form should be completed as follows:

1. PERSONAL DETAILS

Please complete all the details in this section.

2. RELEVANT SKILLS AND EXPERIENCE

This is an extremely important section. Please observe the following instructions very carefully. Failure on your part to do so may result in the rejection of your application.

- The person specification gives a list of qualities that are essential for the role as well as a further desirable quality.

In completing the 'Relevant Skills and Experience' section you will need to give practical examples to show how you meet each of the given qualities. Please note that your response to each quality area **must** not exceed 100 words.

Example:

Quality A – Must be able to demonstrate good communication skills

"In my previous job I was responsible for dealing with customer complaints. This involved..."

Quality B – Must be able to demonstrate basic numeracy skills

“I am responsible for monitoring various budgets in my current role, which means I have to...”

You can draw on skills/experience that you have gained as a result of doing voluntary work, work in your own home, or work at school/college/university, as well as in paid work, to show how you meet the qualities required. You may well find that you repeat information when saying how you meet the different qualities. This does not matter. It is important that you show how you meet each quality separately, regardless of what you may have said elsewhere on the form, to enable the shortlisting panel to score each section separately based on the examples you have given. Supporting documents will not be forwarded to the shortlisting panel and must not be attached to your application.

3. EMPLOYMENT

In this section you should detail your current or last employer. This includes the nature of their business ie retail, policing. You should also provide a brief outline of the duties you perform or performed whilst employed in that post.

4. DISCLOSURE OF CONVICTIONS/CAUTIONS OR BIND-OVERS

The declaration should be read very carefully. Additionally, if you have been convicted or cautioned for an offence in any country, please ensure you attach any relevant background information. Please note disclosure under this section is not an automatic bar to appointment and each case is assessed on an individual basis.

5. HEALTH

Please complete all the details in this section.

6. REFERENCES

Please give details (including title, initials and current address) of two referees who are NOT related to you who have agreed to support your application. Referees will be asked to provide an insight into your character and commitment and to comment on your suitability for the role as an Independent Custody Visitor.

Equal Opportunities Monitoring Form

This form should be completed in block letters and is simply used to monitor our recruitment procedures in terms of equal opportunities.

Disability

Dorset Police Authority welcomes applications from disabled people and guarantees to interview disabled applicants who meet the essential qualities of the appointment applied for. For this purpose ‘disability’ means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Adjustments for Applicants

Applicants who experience problems in completing the application form due to a disability are encouraged to contact the Chief Executive's office to discuss other methods of completion. Additionally, applicants who may require adjustments to the interview or interview location, again due to a disability, should also contact the Police Authority office as soon as possible, to enable adjustments to be made if required.

Acknowledgement

Receipt of completed application forms are not automatically acknowledged. If you do not hear from us within 21 days following the closing date, please assume that your application was unsuccessful. Alternatively, if you would like acknowledgement of receipt of your application form, please enclose a request note and a SAE.

Additional Information

All applicants are subject to vetting. In particular, any offer of appointment will be subject to the satisfactory completion of vetting procedures, including local and national security checks (if relevant international), identity validation and confirmation of medical suitability. Supplementary vetting checks will also be carried out on applicants' partners, family, associates etc. if appropriate. You must therefore advise them that these enquiries will be made. However, results of all vetting enquiries will not be disclosed.

Data Protection Act 1998

The information you provide in your 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, including that contained in associated documents ie Health, Supplementary Vetting/Financial forms etc will be used to assess your suitability for appointment with Dorset Police Authority and may also involve checks against personal data held on Police Systems from other forces in the United Kingdom and possibly overseas.