SOUTH EAST REGIONAL RECRUITMENT TEAM - HR

Police Staff Recruitment Advice

Application Form – Top Tips

- If a field is marked with a * you need to complete it.
- Read the notes on every page of the application form to make sure you are providing everything you are being asked for.
- Make full use of the word count provided when completing your application.
- Review your application for spelling and grammar mistakes before submitting.

Essential Criteria

Applications will be shortlisted solely against responses to the essential criteria questions. It is therefore really important that you provide examples that demonstrate your skills, knowledge and experience using the CARL mnemonic where possible.

C – Circumstances – What was the situation?
A – Action - What did you do?
R – Result – What was the outcome?
L – Learning – What did you learn? What would you do differently?

Tattoos

Tattoos are not a bar to appointment, however, some tattoos could potentially offend members of the public or colleagues, or; could bring discredit to the Police Service; it depends on their size, nature and location, and sometimes on the extent. If you have tattoo(s) you should describe their nature, words used, extent, size and location. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views inconsistent with the College of Policing's Code of Ethics and the Standards of Professional Behavior. Careful consideration will be given by the organisation to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Piercings on your body may be subject to health and safety assessment and you may be required to remove these while at work or carrying out tasks.

Residency

All posts require a level of Police Vetting as per National Policy. The level of vetting is dependent on the role being applied for. Please refer to the role specific advert for further details. Depending on the level required, you must have resided in the UK for either the past five or ten years for us to be able to progress with your application. Exemptions may apply for overseas or other diplomatic service (with HM Government), and studying abroad. Due to the nature of our work, for some of our

roles we are only able to accept applications from British Nationals. Please refer to the role specific advert wording.

Business Interests / Secondary Employment

Employees are permitted to undertake additional employment where this does not conflict with the interests of the police service; adversely affect their performance; undermine public confidence in the service and/or bring it into disrepute. If you are currently in paid/voluntary employment which you would intend to continue if you were offered a position with Thames Valley Police you will be asked for details so that approval can be sought.

In accordance with the Working Time Regulations 1998 it is advisable an employee should not exceed working more than 48 hours per week. More information on this subject can be found at www.acas.org.uk.

SOUTH EAST REGIONAL RECRUITMENT TEAM - HR

Internal Police Staff Applicants

New employees or staff changing role, will be expected to complete 12 months in that role before seeking a move and (for certain roles) further vetting and security checks. You may be considered for a new role having satisfactorily completed your probationary period. There will be exceptions to this principle, for example in the case of redundancy or for reasons connected with capability to perform to a satisfactory level. Your application will need to be supported by your current line manager or whoever the decision maker is for the Department. Please ensure this approval is sent to RecruitmentSE@thamesvalley.police.uk.

It should also be noted that different roles require different levels of vetting and security clearance. The initial recruitment checks may not be sufficient for appointment to an alternative role. Therefore, some internal applicants will be subject to vetting and security clearance, with any offer of subsequent appointment being subject to satisfactory checks.

Shortlisting

Shortlisting is usually carried out within two weeks of the closing date or periodically for ongoing roles. If there is going to be a delay then we will let you know.

Applications will be shortlisted solely against responses to the essential criteria questions. It is therefore really important that you provide examples that demonstrate your skills, knowledge and experience using the CARL mnemonic where possible.

C – Circumstances – What was the situation?
A – Action - What did you do?
R – Result – What was the outcome?
L – Learning – What did you learn? What would you do differently?

Interview

We want to get the best out of you at interview and if you pass shortlisting you will be sent advice about what to expect at interview and how to prepare along with confirmation of your interview date and time. You will also be asked to bring along some vetting documents with you and a copy of your ID documents including any qualifications/certificates required for the role as these will be taken after the interview.

Vetting

After a successful interview you will be sent a provisional offer letter and a number of forms to complete. It is essential that you complete and return these forms as quickly as possible. You will receive an electronic vetting form to complete and

return within a specified timescale. Vetting timeframes vary depending on the level of vetting required and the history of the individual. We are unable to progress with confirming a start date until all clearances are received. Therefore, you should not hand in your notice until you receive notification that the recruitment checks have been completed.

Pensions and Superannuation Contributions

All eligible employees are contractually enrolled into the Local Government Pension Scheme (LGPS) upon starting work (unless they opt out). Casual employees are not contractually enrolled but can opt in to the scheme. The contribution rate is a percentage based on the employee's pensionable remuneration and contributions will be deducted from the employee's pay. Thames Valley Police contribute a varying amount each year to ensure the Pension Fund is at 100%. Further details of benefits under this scheme may be obtained from the Force's pension advisers at Buckinghamshire County Council.

We look forward to receiving an application from you, but please feel free to contact us if you have any queries - RecruitmentSE@thamesvalley.police.uk