



POLICE STAFF OR VOLUNTEER 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

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 Behaviour. 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. If you have not held residency in the UK for at least 12 months within the last 3 years, we will not be able to process an application from you. Exceptions to this will be reviewed on a case by case basis. If you're not a British citizen, member of the EEA or a Swiss National, you must have a visa entitlement to live and work in the UK for a period of time dependant on training requirements. Dependant on the role, additional vetting and/or nationality requirements may apply.

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.

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.pnn.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 CAR mnemonic where possible.

C – Circumstances – What was the situation?

A – Action - What did you do?

R – Result – What was the outcome?

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 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. Once received by our vetting department it will take a minimum of 30 working days to complete your vetting so there will be a delay before we can arrange a start date for you. We will also start to take up references

for you. 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 - recruitmentpolicestaff@thamesvalley.pnn.police.uk