



## **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.

### **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.

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](mailto:recruitmentpolicestaff@thamesvalley.pnn.police.uk)