THAMES VALLEY POLICE

# 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 Competency and Values Framework. 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 three years, we will not be able to progress an application from you; exceptions to this will be reviewed on a case-by-case basis. If you are not a British citizen, you must have a visa entitlement to live and work in the UK for a period of time dependant on probationary and training requirements. Depending 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.

## Dual Employment

If you already work for Thames Valley Police, and are considering applying for an additional role for which you will have a separate contract, you need to be aware that a second pension record will be set up. If you have service prior to April 2014, and therefore have a link to final salary, or you have transferred a previous pension into the LGPS, it is suggested that you contact Bucks County Council to identify if there will be any impact on your existing pension.

## 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 from the experience? What went well, and what might you do differently or additionally in future?

## Interview

We want to get the best out of you at interview and if you pass shortlisting (if applicable) 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 may be taken at 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 may be a time lapse 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 with any current employer/s until you receive notification that the recruitment checks have been successfully completed and you receive your formal offer.

## 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.police.uk**