



## Special Constable Self-Assessment Questionnaire

Considering the important role and nature of work you are applying for, it is essential Thames Valley Police (TVP) ensures specific entry criteria are met. This form has been designed to assist you to understand our requirements and answer any concerns you may have. It is important that you disclose all information as failure to disclose can result in applicants failing vetting checks.

### Am I eligible?

There are four sections to this self-assessment questionnaire. Any red answers (in Sections 1 and 4) will stop your application from proceeding. Amber answers (in Sections 2 and 3) may stop your application from proceeding or may delay your application whilst further investigation takes place. This questionnaire is for your personal use only and does not need to be completed or returned to us.

### Section 1

Vetting checks are a necessary part of the recruitment process. Following a provisional offer for the role of Special Constable, you will be required to complete a vetting application. Vetting clearances must be granted before an individual is appointed, but due these checks being carried out later in the recruitment process, we ask for you to answer the self-assessment questions before submitting an application to assist in managing your expectations.

If you tick a red box answer to any of the following questions you are unfortunately ineligible to apply for the role of police officer:

Section 1 Questions	Yes	No
<b>Vetting Questions: In answering these questions, please include 'spent convictions' under the Rehabilitation of Offenders Act 1974, and traffic convictions (other than parking fines).</b>		
As an adult or a juvenile, have you ever committed an offence that has resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home)?		
Are you a registered sex offender or subject to a registration requirement in respect of any other conviction?		
<b>Other Questions</b>	<b>Yes</b>	<b>No</b>
Are you a member of the British National Party (BNP), Combat 18, National Front or any similar organisations?		
Do you take an active part in politics and intend to continue these activities if successful with your application to become a police officer?		
Are you 17 years old or over? You must be at least 17 in order to apply for the role of Special Constable, though please note that you cannot start in the role of Special Constable until you are 18 years old. There is no upper age limit for applying to the police service. But please bear in mind that the normal retirement age for police officers is 60 years and that new recruits are required to undertake a two-year probationary period.		
Have you previously submitted an application, either with Thames Valley Police or any other police force in England and Wales for the role of Special Constable, and been rejected within the last 6 months?		
Do you currently have a live application for the role of Special Constable with any other Police Force in England and Wales?		

<p>If you are a member of Thames Valley Police staff have you completed your probationary period? You can only apply to take on this additional role once you have completed your probationary period.</p>		
<p>Have you been resident in the UK for the last 3 years?</p>		
<p>Are you either a British citizen or have Indefinite Leave to Remain in the UK? To be eligible for appointment you must be a British citizen or have Indefinite Leave to Remain (ILR) in the UK or Settled status under the EU Settlement Scheme. If you are an EU/EE citizen, a Commonwealth citizen or a foreign national, you will be required to provide proof that you have ILR or Settled status and that you have no restrictions on your right to remain in the UK.</p>		
<p>Do you meet the <a href="http://www.college.police.uk/en/docs/Eyesight_standards_police_recruitment.pdf">Eyesight Standards</a> for police officers? <a href="http://www.college.police.uk/en/docs/Eyesight_standards_police_recruitment.pdf">http://www.college.police.uk/en/docs/Eyesight_standards_police_recruitment.pdf</a> If you do not meet the eyesight standards you cannot be appointed as a Special Constable. However, you may wish to consider laser eye surgery in order to meet the standards. Candidates, who would consider laser eye surgery, can apply and progress their application through the assessment stages to avoid spending money before knowing whether they are otherwise appointable to the role.</p>		

## Section 2

If you tick an amber answer to any of the following questions you are not automatically ruled out from becoming a Special Constable, but your application may need to be checked by the vetting department before proceeding; you are advised to email [vetting@thamesvalley.pnn.police.uk](mailto:vetting@thamesvalley.pnn.police.uk) at the earliest opportunity.

Section 2 Questions	Yes	No
<b>Vetting Questions: In answering these questions, please include 'spent convictions' under the Rehabilitation of Offenders Act, and traffic convictions (other than parking fines).</b>		
Have you ever been cautioned or convicted of a criminal offence?		
Have you been charged or summonsed for an offence that has not yet been dealt with?		
Have you ever been a suspect in any offences where vulnerable were targeted (including characteristics relating to gender, race or sexual orientation)?		
Have you ever been a suspect in any offences motivated by hate or discrimination?		
Have you ever been a suspect in any offences relating to domestic abuse?		
Have you ever been a suspect in any offences relating to dishonesty?		
Have you ever been a suspect in any offences relating to corrupt practice?		
Have you ever been a suspect in any offences relating to violence?		
Are you currently subject to an Individual Voluntary Agreement (IVA)?		
Do you have an existing County Court/Tribunal Judgment (CCJ) made against you?		
Have you been registered bankrupt and your bankruptcy debts discharged within the last three years or your bankruptcy debts have not been discharged?		
Do you have any relative or associate (including co-resident) who you know or have reason to believe has criminal convictions (excluding traffic convictions), OR is engaged in criminal activities, OR is a person who associates regularly with such persons?		
Do you intend on continuing with any other employment for hire or gain or any other business interest when you apply to become a Special Constable? This is unlikely to be a bar to recruitment (unless there is a conflict of interest) however you will need to complete a business interest application form once recruited.		

Section 2 Questions (continued)	Yes	No
<p>Do you or your spouse (unless separated) or close relative living with you have a financial interest in any license or permit relating to liquor, betting or gaming or the regulation of places of entertainment?</p> <p>This is unlikely to be a bar to recruitment however you will need to complete a business interest application form once recruited.</p>		
<p>In the last three years, have you spent any continuous period of over one month outside of the UK?</p> <p>Time spent abroad may not be a bar to recruitment however you may be asked to supply certificates of good conduct from the local police authorities of the countries you have visited. From experience this may take some time and involve some cost to you. We reserve the right to ask for certificates from any of the other countries visited if necessary. You are required to have been a resident of the UK for the last 3 years. There are some exceptions allowed (e.g. periods of being overseas travelling or working, armed forces etc.) which will be considered on a case-by-case basis.</p>		
<p>Do you have any tattoos or piercings?</p> <p>Tattoos (or piercings) are not a bar to appointment, however, some tattoos (or piercings) could potentially offend members of the public or colleagues, or could bring discredit to the Police Service - it depends on their size, nature, location and sometimes on the extent.</p>		
<p>Is your Body Mass Index (BMI) between 18 and 32?</p> <p>This can be determined if you know your weight and your height. The actual calculation is your weight (in kilograms) divided by your height (in metres squared). Guidance and easy to use charts on how to calculate your BMI can be found on the NHS website.</p> <p><b>You cannot have a medical appointment or fitness test if your BMI (or body fat percentage) is outside the acceptable range.</b></p>		

### Section 3 – Role Considerations

Before committing to the application process, and a career as a Police Officer, here are some aspects of the role that you are strongly advised to consider:

Section 3 Questions	Yes	No
<p><b>Where you will serve and your accommodation</b></p> <p>Do you live within 30 miles of the station to which you wish to be posted?</p> <p>Thames Valley Police will only pay mileage expenses up to 20 miles each way. This is also considered to be the maximum advisable distance between your Home Address and base station for Health &amp; Safety / welfare reasons.</p> <p>The accommodation in which you live has to be approved by Thames Valley Police. Generally speaking it must be within 30 miles (as the crow flies) of your place of duty.</p> <p>If you wish to change your address from that which was approved at the time of your appointment or subsequently, you must also seek permission. Only after permission has been granted should officers proceed to contractual stages. Remember, if this is not done</p>		
<p><b>Effect on private life</b></p> <p>Being a police officer means that sometimes, in your day-to-day private life, you have to put yourself on duty and take appropriate actions even when you are off duty. Are you prepared for this?</p>		
<p><b>24 hours and 365 days a year</b></p> <p>Being a police officer will often involve you being out and about on foot patrol, in all weathers and at all hours of the day (shifts cover 24 hours a day, 365 days a year). You will be required to work shifts including night work, weekends and bank holidays.</p> <p>As a police officer, are you prepared to work shifts and unpredictable hours?</p>		

Section 3 Questions continued	Yes	No
<p><b>Standards of dress</b>            Would you be able to put aside your own sense of style and dress and comply with the police uniform and dress code? Please note that the police uniform and dress code makes allowances for items of religious dress.</p>		
<p><b>Employment / Other Volunteer Roles</b>            Are you intending to undertake paid employment (or other voluntary work) whilst being a Special Constable?            In most cases this will not be a problem; however you should be aware that there are some jobs (volunteer roles) which are known as “precluded occupations”. These are roles where there is potential for a conflict of interest to arise between the job and the role of Special Constable.            Some relevant examples are:            Precluded Occupations – Roles where you would not be allowed to be appointed as a Special Constable</p> <ul style="list-style-type: none"> <li>• Bar work</li> <li>• Door Staff</li> <li>• Custody visitor volunteer</li> </ul> <p>Precluded Occupations – Roles where you may be allowed to be appointed as a Special Constable depending on the nature of the work</p> <ul style="list-style-type: none"> <li>• Security work</li> <li>• Any role in the criminal justice sector</li> </ul> <p><b>This is not a definitive list. If you have any queries you should contact the Recruitment Department to discuss.</b></p>		
<p><b>Following rules</b>            Could you follow strict rules and authority to carry out the needs of the service?</p>		
<p><b>Fitness</b>            The job can involve strenuous physical activity and it is important to maintain good fitness levels to ensure you can effectively protect yourself and others. Special Constables are expected to take part in annual fitness tests where they must undertake the multi-stage fitness (bleep) test to at least Level 5, Shuttle 4.            Do you feel confident about continually maintaining a high level of fitness throughout your career as a Special Constable?</p>		
<p><b>Prepared to give evidence in court</b>            Are you prepared to stand up and provide evidence in court?</p>		
<p><b>Using initiative</b>            Are you happy about working in a team, but also confident about taking the initiative when needed?</p>		
<p><b>Impartiality</b>            Are you sure that no aspect of your life would impact on you being able to act with impartiality as a Special Constable?</p>		
<p><b>Paperwork</b>            Are you able to complete paperwork and meticulously keep detailed records?</p>		
<p><b>Dealing with difficult situations</b>            You will have to deal with circumstances or scenes of a difficult or distressing nature e.g. road traffic collisions, child cruelty, sudden deaths.            Could you deal with traumatic and distressing situations with sensitivity and a level head?</p>		

## Section 4 – Code of Ethics – Policing Principles

A Code of Ethics has been published by the College of Policing. Please refer to their website: [www.college.police.uk](http://www.college.police.uk)

This code sets out the principles and standards of behaviour we expect to see from police professionals. It applies to every individual who works in policing, whether a warranted officer (including Special Constable), police staff, volunteer or someone contracted to work in a police force.

If you tick any red answers or have any questions or doubts over whether you can comply with the principles and standards set out below then you should not submit an application.

Question	Yes	Maybe or No
<b>Accountability</b> Are you prepared to take ownership and full responsibility for your decisions, actions and omissions?		
<b>Fairness and respect</b> Can you act with self-control and tolerance, treating members of the public and colleagues with respect (including respect the rights of all individuals) and courtesy?		
<b>Honesty and Integrity</b> Can you act with honesty and integrity at all times? This includes: <ul style="list-style-type: none"> <li>• Being sincere and truthful</li> <li>• Showing courage in doing what you believe to be right</li> <li>• Ensuring your decisions are not influence by improper considerations of personal gain</li> <li>• Not knowing making false, misleading or inaccurate oral or written statement in any professional context</li> <li>• Neither soliciting nor accepting the offer of any gift, gratuity or hospitality that could compromise your impartiality</li> <li>• Not using your position to inappropriately coerce any person or to settle personal grievances</li> </ul>		
<b>Leadership</b> Can you take personal responsibility for promoting and reinforcing the principles and standards set out in the College of Policing Code of Ethics?		
<b>Objectivity</b> Can you use your training and experience to make objective decisions and use your best professional judgement?		
<b>Openness</b> Can you be open and transparent in all your actions and decisions?		
<b>Selflessness</b> Can you act in the public interest at all times?		

If you have any questions or concerns, please email [recruitmentspecialco@thamesvalley.police.uk](mailto:recruitmentspecialco@thamesvalley.police.uk)

