



Temporary and Civilian Staff Self Assessment Questionnaire

Thank you for considering a role in Thames Valley Police. Taking into account the nature of our organisation, it is important for you to be aware of some of the specific entry criteria we require.

This form has been designed to assist you to understand our requirements and answer any concerns you may have. If you are asked to complete a vetting questionnaire during the recruitment process it is important that you disclose all information. Failure to disclose information can result in applicants failing vetting checks.

Am I eligible?

There are five sections to this self assessment questionnaire. Any red answers will stop your application from proceeding. Yellow answers 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.

If any issues are identified on the third or fourth sections you should contact the Recruitment Team for advice RecruitmentPoliceStaff@thamesvalley.pnn.police.uk.

Section 1

If you tick a red box answer to any of the following questions you are unfortunately ineligible to apply for the role of temporary/civilian staff.

Question	Yes	No
Vetting Questions: In answering these questions, please include 'spent convictions' under the Rehabilitation of Offenders Act, and traffic convictions (other than parking fines).		
Have you ever committed an offence that has resulted in a prison sentence?		
Have you been convicted or cautioned for reckless or dangerous driving within the past ten years or for any driving offences causing "death by" reckless / dangerous driving?		
Have you been convicted or cautioned for driving without insurance or for failing to stop at an accident within the past five years?		
Have you ever been convicted or cautioned for drink/drug driving within the past ten years or for more than one offence of drink / drunk driving or drunk in charge?		
Have you been convicted or cautioned for more than three endorsable traffic offences within the past five years or cautioned for driving whilst being disqualified within the past five years?		
Have you ever been convicted or cautioned for any of the following: Serious involvement in drugs including possession of a Class A drug or more than one Class B drug and/or supplying drugs of any kind?		
Do you have an existing County Court/Tribunal Judgment (CCJ) made against you and / or have you entered into an Individual Voluntary Agreement (IVA)?		
Have you been registered bankrupt and your bankruptcy debts discharged within the last three years or your bankruptcy debts have not been discharged?		
Have you ever been convicted or cautioned for grievous bodily harm (GBH) or cautioned for any public order offence (excluding PND (Penalty Notice Disorder) notices over two years		

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Question	Yes	No
old) such as involvement in riot, violent disorder or affray?		
Have you ever been convicted or cautioned for any firearms offences and/or unlawful possession of weapons?		
Have you ever been convicted or cautioned for a hate aggravated offence (Race, Religion, Belief, Sexual Orientation, Transgender, Disability)?		
Have you ever been convicted or cautioned for any of the following: Offences which involve elements of dishonesty, corruption, substantial financial gain or serious loss to anyone including theft, fraud and deception, burglary and/or going equipped to steal?		
Have you ever been convicted or cautioned for interference with the administration of justice or the investigation of offences?		
Have you ever been convicted or cautioned for any of the following: treason, murder, manslaughter, rape, kidnapping, espionage, terrorism, hostage taking?		
Have you ever been convicted or cautioned for abuse or neglect of children, incest / intercourse with a girl under 13, buggery with a person under 16 or a person who has not consented, gross indecency?		
Other Questions:		
Are you a member of the British National Party (BNP), Combat 18, National Front or any similar organisations?		
Are you either a British citizen or residing in the UK free of restrictions? To be eligible for appointment you must be a British citizen or member of the European Community or other states in the European Economic Area (EEA). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions. If you are a Commonwealth citizen or a foreign national, you will be required to provide proof that you have no restrictions on your stay in the UK.		

Section 2

If you tick a yellow answer to any of the following questions you are not automatically ruled out from becoming a temporary/civilian staff member but your application may need to be checked by the Vetting Department before proceeding; you are advised to email vetting@thamesvalley.pnn.police.uk at the earliest opportunity.

Question	Yes	No
Vetting Questions: In answering these questions, please include 'spent convictions' under the Rehabilitation of Offenders Act, and traffic convictions (other than parking fines).		
Have you ever been cautioned or convicted of a criminal offence?		
Have you ever been involved in any other criminal investigation?		
Have you been charged or summonsed for an offence that has not yet been dealt with?		
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?		

Section 3 – Other Questions

Other Questions:		
In the last three years, have you spent any continuous period of over one month outside of the UK? 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.		
Do you intend on continuing with any other employment for hire or gain or any other business interest when you apply to become a temporary/civilian staff?		

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.		
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? This is unlikely to be a bar to recruitment however you will need to complete a business interest application form once recruited.		
Do you have any tattoos or piercings? 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.		

Section 4 – PCSOs Only

This question is for Police Community Support Applicants Only Is your Body Mass Index (BMI) between 18 and 30? 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 ²). Guidance and easy to use charts on how to calculate your BMI can be found on the NHS website. You cannot be appointed to the role if your BMI (or body fat percentage) is outside the acceptable range.		
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Section 5 – Code of Ethics – Policing Principles

A Code of Ethics has been published by the College of Policing.
(<http://www.college.police.uk/en/20972.htm>) 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), temporary/civilian 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	No
Accountability Are you prepared to take ownership and full responsibility for your decisions, actions and omissions?			
Fairness and respect 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?			
Honesty and integrity Can you act with honesty and integrity at all times? This includes: <ul style="list-style-type: none"> Being sincere and truthful Showing courage in doing what you believe to be right Ensuring your decisions are not influenced by improper considerations for personal gain 			

If you have any questions or concerns, please contact the Staff Recruitment Team on 0845 2666677 (Option 1) or email RecruitmentPoliceStaff@thamesvalley.pnn.police.uk.

Thank you for your consideration.

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