

Special Constable Foundation Degree (FdA) Self Assessment Questionnaire

Considering the important role and nature of work you are applying for, it is essential that Thames Valley Police (TVP) ensures specific entry criteria are met. This form has been designed to assist you to understand our requirements, answer any concerns you may have and help you decide if this is an appropriate volunteering role for you.

Am I eligible?

There are four sections to this self assessment questionnaire. 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. If any issues are identified on the second or third lists you should contact the Recruitment Team for advice.

Section 1 – Basic Eligibility Questions

If you tick a red box answer to any of the following questions you are unfortunately ineligible to apply for the role of Special Constable.

Question	Yes	No
Vetting Questions: In answering these questions, please include 'spent convictions' un Rehabilitation of Offenders Act, and traffic convictions (other than parking fines).		
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 committed an offence that has resulted in a prison sentence?		
Have you ever been convicted or cautioned for any of the following: treason, murder, manslaughter, rape, kidnapping?		
Have you ever been convicted or cautioned for any of the following: incest / intercourse with a girl under 13, buggery with a person under 16 or a person who has not consented, gross indecency?		
Have you ever been convicted or cautioned for: espionage, terrorism, sabotage or any actions to overthrow/undermine parliamentary democracy by political, industrial or violent means or association with any organisation advocating such activities?		
Have you ever been convicted or cautioned for any of the following: hostage taking, hijacking or torture or associated with any organisation advocating such activities?		
Have you been convicted or cautioned for reckless or dangerous driving within the past ten years?		
Have you ever been convicted or cautioned for any driving offences causing "death by" reckless / dangerous driving?		
Have you been convicted or cautioned or received a Fixed Penalty Notice for driving without insurance within the past five years?		
Have you been convicted or cautioned for drink/drug driving within the past ten years?		
Have you ever been convicted or cautioned for more than one offence of drink / drunk driving or drunk in charge?		
Have you been convicted or cautioned for failing to stop at an accident within the past five years?		
Have you been convicted or cautioned for more than three endorsable traffic offences within the past five years?		

Question	Yes	No
Have you been convicted or cautioned for driving whilst being disqualified within the past five		
years?		
Have you ever been convicted or cautioned for any public order offence (excluding PND		
(Penalty Notice Disorder) notices over two years old) such as involvement in riot, violent		
disorder or affray?		
Have you ever been convicted or cautioned for grievous bodily harm (GBH)?		
Have you ever been convicted or cautioned for any of the following: 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, and Disability)?		
Have you ever been convicted or cautioned for abuse or neglect of children?		
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?		
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 burglary and/or going equipped to steal?		
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?		
Other Questions:		
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 Special Constable?		
Will you be 18 years old or over by the September start of the Foundation Degree course?		
You must be at least 18 in order to be appointed to the role of Special Constable.		
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.		
Do you currently have a live application for the role of Special Constable with any other		
Police force in England and Wales?		
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?		
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.		
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.		
Are you applying to study a Foundation Degree in Policing at either Oxford Brookes or		
Buckinghamshire New University?		
Do you have a UCAS number?		
You will need to submit an application through UCAS to your chosen university.		
If you do not have a UCAS number please contact the recruitment team for advice.		

Section 2 – Eligibility Questions

If you tick a yellow 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 recruitment department before proceeding; you are advised to seek advice from the recruitment team at the earliest opportunity.

Question	Yes	No
Vetting Questions: In answering these questions, please include 'spent convictions' un 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?		
Other Questions:		
In the last three years, have you spent any continuous period of over one month outside of the UK?		
Time spent abroad is unlikely to 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.		
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?		
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?		
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.		
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). 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.		
Do you meet the Eyesight Standards for police officers? http://www.college.police.uk/en/docs/Eyesight standards police recruitment.pdf 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.		
Do you have a UCAS number? You will be asked to provide your UCAS number when completing the online application form. If you do not have a UCAS number please contact the recruitment team for advice.		

Section 3 – Role Considerations

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

Question	Yes	No
Where you will serve and your home address (term time address)		
Do you (or will you) live within 20 miles of the station to which you wish to be posted?		
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 & Safety / welfare reasons.		
Standards of dress		
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: The police uniform and dress code makes allowances for items of religious		
dress.		
24 hour, 365 days a year role		
Being a Special Constable 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		
may be asked to work a variety of shifts including night work, weekends and bank holidays.		
The Special Constable role is not a weekday only role.		
As a Special Constable, are you prepared to work shifts and unpredictable hours?		
Following rules		
Could you follow strict rules and authority to carry out the needs of the service?		
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		
Bar work		
Door Staff		
Custody visitor volunteer		
Precluded Occupations – Roles where you may be allowed to be appointed as a Special		
Constable depending on the nature of the work		
Security work		
Any role in the criminal justice sector		
This is not a definitive list. If you have any queries you should contact the		
Recruitment Department to discuss.		
Effect on private life		
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Being a Special Constable 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?		
Fitness		
The job can involve strenuous physical activity and it is important to maintain high fitness		
levels to ensure you can effectively protect yourself and others. Police officers (including		
Special Constables) are expected to take part in annual fitness tests.		
Do you feel confident about continually maintaining a high level of fitness throughout your		
career as a Special Constable?		
Training		
You will be required to attend initial training upon appointment which will be every other		
weekend over 18 weeks. After the initial training you will be required to attend update		

Question	Yes	No
training on a regular basis.		
Are you able to make this professional development commitment?		
Minimum Hours		
It is expected that Special Constables will volunteer for a minimum of 18 hours per month.		
Are you able to make this commitment?		
Prepared to give evidence in court		
Are you prepared to stand up and provide evidence in court?		
Using initiative		
Are you happy about working in a team, but also confident about taking the initiative when		
needed?		
Paperwork		
Are you able to complete paperwork and meticulously keep detailed records?		
Dealing with difficult situations		
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?		

If any of your answers in the third section fall into the yellow column, you may want to take some time to consider whether the role of Special Constable is right for you before proceeding to the application stage.

Section 4 - 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), 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	No	Maybe
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:			
Being sincere and truthful			
 Showing courage in doing what you believe to be right 			
 Ensuring your decisions are not influenced by improper considerations 			
of personal gain			
 Not knowingly making false, misleading or inaccurate oral or written 			
statement in any professional context			
 Neither soliciting nor accepting the offer of any gift, gratuity or 			
hospitality that could compromise your impartiality	,		

 Not using your position to inappropriately coerce any person or to settle personal grievances 		
Leadership Can you take personal responsibility for promoting and reinforcing the principles and standards set out in the College of Policing Code of Ethics?		
Objectivity Can you use your training and experience to make objective decisions and use your best professional judgement?		
Openness Can you be open and transparent in all your actions and decisions?		
Selflessness Can you act in the public interest at all times?		

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

If you have any questions or concerns, please contact the Recruitment Team on 0845 2666677 (Option 4) or email RecruitmentSpecialCo@thamesvalley.pnn.police.uk