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| **Application Form – Special Sergeant, Special Constabulary** |

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| **DO NOT** leave any empty spaces when completing this form. Sections that do not apply to you should be clearly marked “N/A”. Failure to complete this form accurately will delay your application. |

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| **PERSONAL DETAILS** | | | |
| Title |  | Surname |  |
| Forename |  | Previous surname(s) |  |
| Middle Name(s) |  | National Insurance No. |  |
| Town and Country of birth |  | | |
| Full current home address |  | | |
| Postcode |  | Date of occupancy at this address (MM/YY) |  |
| Are you eligible to apply? | You must be a British citizen, an EC / EEA national, a Commonwealth citizen or a foreign national with no restrictions on your stay in the United Kingdom (UK). You will be required to provide proof at any assessment centre / interview that you have no restrictions on your stay in the UK. Also, you must have been a resident in the UK for three years for a role which requires recruitment vetting and five years for a role which requires management vetting prior to submitting the application form. Please note foreign nationality is not an automatic bar to recruitment or to granting security vetting clearance. However, if individuals cannot be vetted in line with National Vetting Policy, their application will not be progressed. | | |

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| **Preferred method of contact:**  Please notify us of any changes to these details as soon as possible. Ensure that any hyphens or underscores in your email address are easily distinguishable. The email address you provide will be our main method of contact. | | | |
| Email address |  | Mobile No. |  |
| Home No. |  | Other (i.e. work) |  |

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| **RECORD OF POLICE SERVICE / POSTING** | | |
| Current Force |  | |
| Address of Force headquarters |  | |
| Line manager details | | HR department details |
| Name:  Station address:  Telephone number:  Email address: | | Name:  Station address:  Telephone number:  Email address: |
| Start date of service with current Force | |  |
| Start date of service with previous Force if applicable | |  |
| Completed years of service | |  |
| Current rank | |  |
| Collar/Warrant/Force number | |  |
| Was is your current patrol status (eg, Independent Patrol, Accompanied Patrol)? | |  |

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| Please provide any in date training/ qualifications relevant to the role. | | | |
| Training/ Qualification | Course title/ Module achieved | Dates | |
| From | To |
| First Aid |  |  |  |
| Personal Safety |  |  |  |
| Public Order |  |  |  |
| Standard Driver |  |  |  |
| Advanced Driver |  |  |  |
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| **WORK AND/OR EDUCATION HISTORY**  **Please include any paid, unpaid and / or voluntary work. Please show your last five years of work, detailing your current or most recent first. If you have any gaps in employment, please also indicate these below. This can include long term study and undertaking other responsibilities.** | | | | | | | | | | |
| Current / last employer (or academic institute) | | |  | | | | | | | |
| Job / course title | | |  | | | | | | | |
| Period of employment or study | | | From:       To: | | | | | | | |
| Reason for leaving (if applicable) | | |  | | | | | | | |
| Notice period to be given (if applicable) | | |  | | | | | | | |
| Please provide previous employment details below (most recent first). Please list all employers for the past 5 years (please send additional details on a separate document if required). | | | | | | | | | | |
| Name of employer  (or academic institute) | | Job / course title | | | | Dates | | | | Reason for leaving (if applicable) |
| From | | To | |
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| **MISCONDUCT/ COMPLAINTS/ PERFORMANCE/ CONVICTIONS ETC** | | | | | | | | | | |
| Are you currently involved in any complaint or misconduct enquiry? If yes provide brief details. We will contact your Force for verification | | | | Choose an item.  Details | | | | | | |
| Please confirm if you are currently, or have recently been on a performance plan | | | | Choose an item.  Details | | | | | | |
| Please confirm below details of convictions for any offence(s) including traffic convictions, penalty notices, appearances before a court martial, formal cautions by police for any offences(s) (including cautions as a juvenile) or any bind-over imposed by court. *You must also include spent convictions under the Rehabilitation of Offenders Act 1974.* Give details of any charge or summons presently outstanding against you. **It is in your interest to make a full and frank disclosure, since withholding or failing to supply relevant information may result in you being excluded from access to police premises or other assets.** | | | | | | | | | | |
| Have you ever been INVOLVED IN or INVESTIGATED FOR an offence? If yes please provide details below | | | | Choose an item. | | | | | | |
| Date | | | | Offence/ alleged offence | | | | | | |
| Date | | | Offence/ alleged offence | | | Result | | Court / Police station involved | | |
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| **PERSONAL CIRCUMSTANCES** |
| Personal circumstances |
| Accommodation already in place in Dorset  Property to sell  Partner and Family to move  Prefer not to say |
| Please let us know of any other considerations we need to be aware of in relation to you possibly joining Dorset Police. |
| Please state any dates you are unavailable during the recruitment process. |

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| **SUPPORTING EVIDENCE** |
| Within this section, you must provide evidence against the criteria which are aligned to a specific competency or value from the CVF Framework. This is your opportunity to demonstrate your competence, knowledge and experience to evidence your readiness for promotion. Line management will consider your responses as part of the recommendation decision to progress to the next stage of the promotion process.   Please note, your responses are restricted to *500 words* for each element and anything which exceeds this will be removed. Further information on how to complete this element is included within the **Candidate Guidance** document. |
| **CVF: We are Collaborative (Level 2) –** How have you worked with others to deliver a common sense approach to solving a policing problem?(max 500 words) |
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| **CVF: Integrity –** How have you done the right thing in a challenging situation?(max 500 words) |
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| **CVF: We Deliver, Support and Inspire (Level 2) –** As an SC Sergeant, how will you ensure you and your team are competent to deliver the best possible service?(max 500 words) |
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| **CVF: We are Emotionally Aware –** As an SC Sergeant, how will you ensure you consistently lead with compassion? (max 500 words) |
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| *This question is not scored but will help us to understand a little more about your interest in the role.*  **Why do you want to become a Special Sergeant, within the Special Constabulary in Dorset? (500-words max)** |
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| *This question is not scored but will help us to understand a little more about your interest in the role.*  **Why do you feel now is the right time to apply for the position? (500-words max)** |
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| **INTERVIEW AVAILABILITY** | |
| When would work best for you to interview? (e.g. weekday, evenings, weekends) |  |

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| **HEALTH & DISABILITY** | |
| The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so. | |
| Do you have a disability you wish us to know about at this stage? |  |
| In support of your application, please let us know if you believe there are any reasonable adjustments required to aid you:   * through the recruitment process * to perform the role of a Special Sergeant |  |

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| **SIGNED DECLARATION** | | |
| Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679). The most common way to provide this information is in a Privacy Notice which can be accessed by clicking here: [Dorset Police Privacy Notice](https://www.devon-cornwall.police.uk/privacy)  The Alliance Resourcing have a more detailed sub privacy notice which can be found by clicking here [Alliance Resourcing Privacy Notice](https://recruitment.devon-cornwall.police.uk/media/gidjtpgr/privacy_notice-resourcing_v0-2.docx) | | |
| We need to advise you that we will be sharing your details with other departments within the Police; this will enable events/support to be arranged if applicable to your application.  **I** Choose an item.**allow you to share my details with a 3rd party (delete accordingly)**  Signature:       Date: | | |
| I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I understand that:   * I must inform the recruitment office without delay of any change in my circumstances. * Criminal conviction checks will be made against me. * Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made. * Any offer of appointment will be subject to satisfactory references and vetting and continued good conduct. * A member of a Police Force who has deliberately made any false statement or omitted information in connection with his or her application or appointment may subsequently be liable to discharge or misconduct proceedings. * The Chief Officer retains the right to reject any application without giving reasons. * The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces | | |
| Signed | Print Name | Date |

**Please return completed application forms to:** [**dp-citizensinpolicingrecruitment@dorset.pnn.police.uk**](mailto:dp-citizensinpolicingrecruitment@dorset.pnn.police.uk)

**In Strictest Confidence**

**Equality Monitoring Form**

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| Post | | | | |
| Police Officer | Police Staff | PCSO | Special Constable | Cadet |
| Relief worker | Agency worker | Volunteer | Independent advisor | Apprentice |
| Job title: | | | | |

Devon & Cornwall Police and Dorset Police are committed to being equal opportunity employers. In accordance with advice received from the Equality and Human Rights Commission each Force monitors all the applications it receives for the posts which it advertises. The information provided is for monitoring purposes and is not considered in the selection process.

Devon & Cornwall Police and Dorset Police are committed to promoting genuine equality of opportunity in line with our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty. In order to promote genuine equality of opportunity we need an overview of our applicants. We try to ensure that any request for personal information from you is necessary and proportionate. All personal information is stored securely in line with the requirements of Data Protection legislation.

If you are successful in your application the information you provide will be transferred to your personnel record. The information is used to help us understand the make-up of our workforce and informs our positive action activity to help us achieve a more representative workforce. Access will be restricted to authorised staff only. You can update your personal confidential data at any time.

Please place a cross in all the relevant boxes.

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| 1. Age: | Under 16 | 16-25 | 26-35 | 36-45 | 46-55 |
| 56-65 | 66+ | Prefer not to say | | |

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| 2. Disability |
| The Equality Act defines a person as having a disability if he or she ‘has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’.  Do you have such a disability?  Yes  No |
| Please indicate if you will require any assistance or reasonable adjustments if you are invited for testing and / or an interview; we will be pleased to discuss this with you. |
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| 3. Ethnic Origin | |
| How would you describe your ethnic origin? | |
| White: | British  Irish  Irish Traveller  Any other White background (please specify): |
| Mixed: | White & Black Caribbean  White & Black African  White & Asian  Other mixed background (please specify): |
| Asian / Asian British: | Indian  Pakistani  Bangladeshi  Other Asian background (please specify): |
| Black / Black British | Caribbean  African  Other Black background (please specify): |
| Other: | Chinese  Any other ethnic group (please specify): |
| Prefer not to say: |  |

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| 4. Gender identity |
| Is your gender identity the same as it was at birth? |
| Yes  No  Prefer not to say |

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| 5. What is your religion or belief: |
| Atheism  Baha’i  Buddhism  Christianity  Hinduism  Humanism  Islam  Jainism  Judaism  Pagan  Parsi / Zorastrianism  Rastafarianism  Sikhism  Other religion or belief (please specify):  No religion or belief  Prefer not to say |

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| 6. Gender |
| Male  Female  Other:        Prefer not to say |

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| 7. Sexual orientation |
| Heterosexual  Bisexual  Lesbian  Gay  Other:        Prefer not to say |