



Altogether Better Policing

**Application for the post of
Sergeant - Transferee
DURHAM CONSTABULARY**

NAME OF APPLICANT: _____

INSTRUCTIONS FOR COMPLETION

Sergeant - Durham Constabulary

Competency-Based Self Assessment Application Form

Private and Confidential once completed

Before completing this application form you are advised to read the instructions for completion (below).

You are strongly advised to read the personal qualities and associated documentation provided

- The form should be hand written in black ink or completed in Arial 12 point typeface.
- You are required to complete all sections of the form. You can increase the space for each question if you require more room apart from the personal statement section. Candidates are requested to be concise.
- It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on **your personal involvement/experience and actions**. The evidence you present must be from within the last three years. The appropriateness of your application will be determined by the extent that your evidence relates to the competency area being asked about, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing Durham Constabulary.
- At the end of each section in **Part Three**, you are required to provide a verifier who can vouch for the accuracy of the information you have provided. As part of the assessment this person may be contacted to verify the information provided.

	<ul style="list-style-type: none">• It is your responsibility to ensure the application form is completed and returned to HR Services, Durham Constabulary HQ, Aykley Heads, Durham, DH1 5TT.• The successful applicant will be appointed subject to successfully passing a fitness test, medical and satisfactory references and security vetting.
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PART ONE

Last Name:	Forename(s):
Current Job Title:	Current Force & Dept/Unit/Division:
Work Address:	Correspondence Address:
Telephone:	Telephone:
E-mail:	E-mail:
Please provide details of any special arrangements you would require on the day of your assessment (e.g. building access):	
Durham's Police Crime & Victims Commissioner is committed to equality and diversity and welcomes applications from all suitably qualified candidates	

PART TWO

Career History

Please list your complete career history during your time as a serving officer, including your present role. Please include details of service with other forces.

Name and address Of employer	Position Held	Dates to/from	Reason for leaving

Self Declaration
Applicants must:

- Be a substantive Sergeant in a Home office force (and completely signed off re WBA where appropriate)
- Have no outstanding discipline or integrity issues;
- Meet the Durham Constabulary attendance standards.

By submitting you application, you are confirming that you meet the above eligibility criteria.

Details of relevant training attended

Please list any educational qualifications you consider are relevant to the role for which you are applying.

Colleges, university attended or correspondence courses taken	From	To	Qualifications and grade attained

Please list any training courses attended that you consider are relevant to the role for which you are applying.

Course Title	From	To	Summary of course contents

Please provide details of any Equality, Diversity and Human Rights training you have received.

Course Title	From	To	Summary of course contents

PART THREE

In no more than 300 words, provide a summary of how you have prepared yourself for the PPF role of Police Sergeant and what you believe are the specific qualities, skills and experience you will bring to this role.

Applicant's Response

Date of example(s) provided:

Referee:

Contact Number:

Personal Statement

(Please state why you consider yourself suitable for this post, using the spaces provided)

Applicant's Response

Please use the box on the following page to continue.

Please continue in this space

Referee:	Rating:

PART FOUR

Please give details below of any outstanding criminal investigations or disciplinary proceedings being carried out in relation to your conduct and of any previous disciplinary offences which have not been expunged.

Number of days sickness absence over the past 12 months.

Please give details of any relationships to Members / Officers of Durham Constabulary or The Durham Police Crime and Victims Commissioner. (Answer 'none' if no relationship exists).

DECLARATION

I apply for the appointment of Sergeant in accordance with the terms of the selection process 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.
- 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, vetting, a medical examination, drugs 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 appointment may subsequently be liable to misconduct proceedings.
- I confirm that my fingerprints and a sample of my DNA have been taken in my current force. (PSNI and Scottish forces do not currently take officers' DNA)
- Successful candidates must serve wherever required to do so within the force area.
- 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 that this information may be shared by other police forces.

Signature:.....

Date:.....

EQUAL OPPORTUNITIES: TRANSFEREE

The police service is an equal opportunities employer and is determined to ensure that:

- The workforce is striving to reflect the diverse society which it serves and the working environment is free from any form of discrimination, harassment or victimisation.
- No employee or applicant is treated more or less favourably on the grounds of gender, transgender, sexuality, age, marital status, ethnicity, pregnancy/maternity status, religion or disability.
- No employee or applicant is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your transfer. The information supplied will be treated in the strictest confidence and will not affect your transfer in any way. Completion of this section is voluntary, but the information will help us ensure equality of opportunity.

Age	Under 18	<input type="checkbox"/>	Ethnic Origin		
	18-24	<input type="checkbox"/>		Prefer not to say	<input type="checkbox"/>
	25-35	<input type="checkbox"/>	White		
	36-55	<input type="checkbox"/>		British	<input type="checkbox"/>
	56-65	<input type="checkbox"/>		Irish	<input type="checkbox"/>
	Over 65	<input type="checkbox"/>		Any other white background	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>			
Gender	Male	<input type="checkbox"/>	Mixed		
	Female	<input type="checkbox"/>		White & Black Caribbean	<input type="checkbox"/>
	Transgender	<input type="checkbox"/>		White & Black African	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>		White & Asian	<input type="checkbox"/>
				Any other mixed background	<input type="checkbox"/>
Disability	Yes	<input type="checkbox"/>	Asian or Asian British		
	No	<input type="checkbox"/>		Indian	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
				Bangladeshi	<input type="checkbox"/>
				Any other Asian background	<input type="checkbox"/>
Sexual Orientation	Bisexual	<input type="checkbox"/>	Black or Black British		
	Gay/Lesbian	<input type="checkbox"/>		Caribbean	<input type="checkbox"/>
	Heterosexual (straight)	<input type="checkbox"/>		African	<input type="checkbox"/>
	Other	<input type="checkbox"/>		Any other black background	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>	Chinese or other ethnic group		
				Chinese	<input type="checkbox"/>
				Any other (please specify)	<input type="checkbox"/>
				
Religious Belief/ Faith	Buddhist	<input type="checkbox"/>	Pregnancy/Maternity (on completing this form)		
	Christian (state denomination if you wish)	<input type="checkbox"/>		Pregnant	<input type="checkbox"/>
			on Maternity Leave	<input type="checkbox"/>
			Neither	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>		Prefer not to say	<input type="checkbox"/>
	Jewish	<input type="checkbox"/>	Marital Status		
	Muslim	<input type="checkbox"/>		Single	<input type="checkbox"/>
	Sikh	<input type="checkbox"/>		Married/Civil Partnership	<input type="checkbox"/>
	None	<input type="checkbox"/>		Divorced/Separated	<input type="checkbox"/>
	Other (Please state)	<input type="checkbox"/>		Prefer not to say	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>			

