|  |
| --- |
| **OFFICIAL USE ONLY**  Date received |

**DURHAM CONSTABULARY**

**Application for Employment (Part 1)**

|  |
| --- |
| **IMPORTANT:**  The form must be completed in full. A curriculum vitae will not be accepted as a substitute for all or any part of the form. Please read the guidance notes before completing. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Application for the post of: |  | | |
| Command/Department: |  | Reference No: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Surname: |  | | | | | | | |
| Forename(s) |  | | | Title: | | |  | |
| Address: |  | | | | | | | |
| Daytime contact Tel no: |  | Email Address: |  | | | | | |
| Nationality  -  Are you the subject of any employment restrictions which affect your eligibility to work in the United Kingdom? | | |  | | Yes |  | | No |
| If YES please specify: |  | | | | | | | |
| If selected for interview you will be required to produce documentary evidence of your eligibility to work in the uk. Applications must be able to prove continuous residency in the UK for the last 3 years. | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFERENCE (Current or most recent employer) (School leavers should provide details of their Headteacher if necessary)** | | | | | | | | |
| Please give the name and address of the person working for your present or most recent employer with whom contact can be made to verify the details of your present or most recent employment.  The person should be / have been in a management / supervisory position in relation to you.  Contact will be made only if you are short-listed for the post.  Internal applicants must give the contact as the Chief Constable.  (School leavers should provide the name of their headteacher if they are unable to provide details of a current/previous employer) | | | | | | | | |
| Name: |  | Position held: | |  | | | | |
| Address: |  | | | | | | | |
| Daytime Tel no: |  | | Email Address: | |  | | | |
| May we contact this referee at short-listing stage? | | | | |  | Yes |  | No |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYER** | | | | | | | | |
| Name: |  | Position held: | |  | | | | |
| Address: |  | | | | | | | |
| Daytime Tel no: |  | | Email Address: | |  | | | |
| May we contact this referee at short-listing stage? | | | | |  | Yes |  | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONSENT TO REQUEST REFERENCE(S)** | | | | | | |
| I give my consent for the above referees to provide references to Durham Constabulary which may contain sensitive and/or personal information, including the number of occasions and days I have been absent from work/school during the last 12 months. The information will be used for the purpose of recruitment and selection. | | | | | | |
| Name: |  | | | | | |
| Signed: |  | | | Date: |  | |
| **EDUCATION** Please give details of education and qualifications obtained from secondary school, college, university, etc. **PLEASE LIST EACH QUALIFICATION AND GRADE INDIVIDUALLY.** | | | | | | |
| Place of Study | | Type of qualification  *eg. GCSE, 'O' level, 'A' level* | Subject | | | Grade/ class of  diploma / degree |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |

|  |  |
| --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | |
| Name of Body | Class / Grade of membership |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **WORK RELATED TRAINING** Please give details of any courses you have attended or specialist training undertaken. | | |
| Organising Body | Length of  Course | Course title/subject  *(and qualification attained, where appropriate)* |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESENT EMPLOYMENT, OR MOST RECENT IF UNEMPLOYED** | | | | | | | |
| Employer’s Details: | | | | | | | |
| Name: |  | | | | | | |
| Address: |  | | | | | | |
| Nature of Business: |  | | | Work Tel No: | |  | |
| Your Job Title: |  | | | | | | |
| Salary & Grade: |  | Date Commenced: |  | | Notice Required / Date left: | |  |
| Reason for leaving: |  | | | | | | |
| Please give brief description of your present (or most recent) duties. | | | | | | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** Please start with your most **recent** employment and work back | | | |
| From / to  *(Month / Year)* | Employer's name, address  and nature of business | Your job title and  brief outline of duties | Reason for  leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
|  |
| Are there any gaps in your employment history yes/no.  If yes, please give details below. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DRIVING LICENCE PARTICULARS** Only to be completed if driving is a requirement for this post | | | | | |
| Do you hold a current valid vehicle driving licence? | |  | Yes |  | No |
| If YES,  is it Full Licence or Provisional Licence | |  | Full |  | Provisional |
| Type of licence(s):  *(eg. HGV, PCV, motorcar, motorcycle)* | | | | | |
|  | | | | | |
| Vehicle groups: |  | | | | |
| Do you have any driving endorsements? | |  | Yes |  | No |
| *If YES, state below what they are and when they were received* | | | | | |
|  | | | | | |
| Do you have a car which could be available for use at work  (if required)? | |  | Yes |  | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB SHARE / FULL TIME**  Complete this section only if the job is advertised as open to job share. | | | | | | |
| Job sharing allows some full time jobs to be shared between more than one person. | | | | | | |
| If you wish to work job share please enter your preference below. *(Tick one box only)* | | | | | | |
| Do you wish to work |  | Full time only |  | Full time or Job Share |  | Job Share only |
| If c),  on which days and during which hours could you work? | | | | | | |
|  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL STATEMENT** | | | |
| Please state why you consider yourself suitable for this post and why you are applying for it.  You must relate your comments to the **criteria** in the person specification and job description.  Any such comments must be supported by appropriate evidence and examples. Please refer to paragraph 6 of the guidance notes. Where they are relevant to the post remember to include skills and achievements gained at home and elsewhere, as well as work experience.  This may include details of holiday/weekend jobs or voluntary/unpaid work you have undertaken.  **Applicants who do not meet the essential criteria for the post will not be shortlisted.** | | | |
|  | | | |
| **I confirm that I have completed the Personal Statement in accordance with the Guidance Notes for Applicants.** | | | |
| Signed: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISABILITY** | | | | |
| *N.B. We* ***guarantee to offer an interview*** *to applicants with a disability who meet the essential criteria for the post.* | | | | |
| Do you consider yourself to have a disability as defined by the Equality Act 2010? |  | Yes |  | No |
| You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. | | | | |
| If 'YES' please specify any special arrangements required at assessment or interview. | |  | | |
|  | | | | |

|  |
| --- |
|  |
| **CANVASSING, DIRECTLY OR INDIRECTLY WILL DISQUALIFY AN APPLICANT**  This includes communications/attempts to unfairly further your application.  If this is discovered during the recruitment & selection process your application will not be considered further.  If it is discovered after appointment, you are liable to be dismissed without notice. Please note that canvassing does not include making general enquiries about the post applied for. Such enquiries are actually encouraged. |
| If you are related to any member(s), officer(s), or employee(s) of Durham Constabulary, or Durham Police Crime and Victims Commissioner, please give their name(s), position within the organisation and state their relationship to you. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION** | | | |
| **PLEASE SIGN THIS SECTION AFTER YOU HAVE COMPLETED ALL PARTS OF THE FORM.** | | | |
| *I certify that to the best of my knowledge the information on this form is correct. I understand that deliberately giving false or incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal without notice.*  *I hereby also give my consent for the referees disclosed in this application form to provide references to Durham Constabulary, which may contain sensitive and/or personal information, for the purpose of the recruitment and selection process for this post.* | | | |
| Signed: |  | Date: |  |

|  |  |
| --- | --- |
| **Please return the completed form by the closing date to:** | |
| **Durham Constabulary,**  **Human Resources,**  **Police Headquarters,**  **Aykley Heads,**  **Durham.**  **DH1 5TT** |  |
| Please state where you saw this post advertised: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INTERNAL USE ONLY** | | | |
| Police Staff are required to submit their application forms via line managers who are required to endorse such with regard to their recommendation of support or otherwise. This recommendation is based on objective criteria and in conjunction with a review of the Job Description and Person Specification for the role. | | | |
| Line Manager Comments: | | | |
|  | | | |
| Accordingly, I can confirm that this application  supported to be progressed. | | | |
| Line Manager Name: |  | Date: |  |

|  |
| --- |
| **NOTE** |
| In the view of the large number of applications normally received we regret that it is not possible to notify candidates who have not been selected for assessment/interview. Therefore, if you do not hear from us within 6 weeks of the closing date, you should assume you have been unsuccessful. Should this be the case, we would like to take the opportunity now to thank you for your interest in this post. |

**Declaration of Criminal Convictions**

Please complete the form in full, otherwise your application will not be able to be progressed.

As a Police Staff member employed by Durham Constabulary you are likely to come into contact with information of a confidential nature and it is in the public interest that every reasonable precaution is taken to ensure that only persons of unquestionable reliability and integrity are employed by the Constabulary. It is for this reason that it is necessary to ask the following personal details.

|  |
| --- |
| **IT IS ESSENTIAL THAT YOU COMPLETE THIS DOCUMENT AND RETURN IT TO HUMAN RESOURCES WITH YOUR APPLICATION FORM** |
| It is the Constabulary’s policy to ask applicants who are called to interview for posts to declare any criminal convictions they may have and to ask their permission to undertake a police vetting check.  You are asked below to give details of any convictions you may have.  Whether or not you disclose any conviction(s), a check will be made from police records.  The disclosure of any conviction(s) will not necessarily disqualify you from consideration.  After considering the nature and circumstances of any conviction(s), a decision will be made on the relevance to the post and Durham Constabulary.  The information will be used for assessing your suitability for the post.  You are asked below for certain information not requested on your application form.  These details are needed solely to ensure that the police check is accurate and to avoid mistaken identity.  In certain circumstances financial checks may also be undertaken.  **PLEASE READ THE NOTES ABOVE BEFORE COMPLETING THIS PART OF THE FORM** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR DETAILS** | | | | | | | | | | | | |
| Current Full Name: | | |  | | | | | | | | | |
| All previous names (including maiden name) | | |  | | | | | | | | | |
| Current Address | | |  | | | | | | | | | |
| If you have lived at your present address for less than 5 years, please indicate dates and previous addresses | | | | | | | | | | | | |
|  | | | | |  | | | |  | | | |
| From: |  | To: | |  | From: |  | To: |  | From: |  | To: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONVICTIONS / CAUTIONS** | | | | | |
| Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence (including cautions as a juvenile) or any bind-overs imposed by any court. You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) or any involvement whatsoever with CIVIL OR Military police. | | | | | |
| Date | Name of court or Police station where dealt with | | Offence(s) | | Result |
|  |  | |  | |  |
| Enter details of any changes or summons at present outstanding against you. | | | | | |
| Date of alleged offence | | Nature of Alleged offence | | Court/Police Station/Unit dealing with the matter | |
|  | |  | |  | |

Pers 275

(amd Feb 19)

**DURHAM CONSTABULARY**

**Equal Opportunities Monitoring Information**

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

* The workforce is striving to reflect the diverse community which it serves and end ensure that the working environment is free from any form of discrimination, harassment or victimisation.
* No staff member 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 staff member 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 – It is detached from ALL associated documentation and therefore completely anonymous**. Completion is voluntary, but the information will help us ensure equality of opportunity. **THANK YOU**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age** | | | **Ethnic Origin** | | |
|  | 16-24 |  | **White:** | British |  |
|  | 25-35 |  |  | Irish |  |
|  | 36-55 |  |  | Any other white background |  |
|  | 56-Plus |  | **Mixed** | White & Black Caribbean |  |
|  | Prefer not to say |  |  | White & Black African |  |
| **Gender** | | |  | White & Asian |  |
|  | | |  | Any other mixed background |  |
|  | Male |  | **Asian or**  **Asian British** | Indian |  |
|  | Female |  | Pakistani |  |
|  | Other |  |  | Bangladeshi |  |
|  | Prefer not to say |  |  | Bangladeshi |  |
| **Disability** | | | **Black or**  **Black British** | Caribbean |  |
|  | Yes |  | African |  |
|  | No |  |  | Any other black background |  |
|  | Prefer not to say |  | **Chinese or**  **Other ethnic**  **Group** | Chinese |  |
| **Sexual Orientation** | | | Any other (Specify below) |  |
|  | Bisexual |  |  |  |
|  | Gay/Lesbian |  |  | Prefer not to say |  |
|  | Heterosexual |  | **Transgender** | | |
|  | Other |  |  | Yes |  |
|  | Prefer not to say |  |  | No |  |
|  |  |  |  | Prefer not to say |  |
| **Multi-Faith** | | | **Pregnancy / Maternity** (on completing this form) | | |
|  | Buddhist |  |  | Pregnant |  |
|  | Christian (State denomination if you wish) |  |  | On Maternity Leave |  |
|  |  |  |  | Neither |  |
|  | Hindu |  |  | Prefer not to Say |  |
|  | Jewish |  | **Marital Status** | | |
|  | Muslim |  |  | Single |  |
|  | Sikh |  |  | Married/Civil Partnership |  |
|  | None |  |  | Divorced / Separated |  |
|  | Other (please state below) |  |  | Prefer not to say |  |
|  |  |  |  |  |  |
|  | Prefer not to say |  |  |  |  |