



**CLEVELAND
POLICE**
Putting People First

Application form

CHIEF CONSTABLE CLEVELAND POLICE

APPLICATION FOR THE OFFICE OF CHIEF CONSTABLE OF CLEVELAND POLICE

Your careful completion of this form will assist the Police and Crime Commissioner in giving full consideration to your application. Please do not include Curriculum Vitae with your application. All information will be treated in strict confidence.

Please complete the form electronically.

PART ONE

<i>Reference No.(Office Use Only)</i>

APPLICATION FOR THE POST OF _____

POST REF. NO _____ SERVICE UNIT _____

QUALIFICATIONS (Most recent first)

<i>Qualifications (GCSE, 'A' Level, NVQ etc.)</i>	<i>Subject & Grade</i>	<i>Date Gained</i>

TRAINING & DEVELOPMENT

<p>Please provide information regarding any personal or professional development or learning relevant to this application (with dates and any qualifications obtained) that you consider <u>relevant</u>.</p>
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PROFESSIONAL BODIES

<p>List membership of Professional Bodies, with admission dates.</p>

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PREVIOUS/PRESENT EMPLOYMENT

Name and Address of Employer	Date started with Employer: _____ Present Salary: _____ Post Held: _____
Give brief outline of duties (continue on a separate sheet if needed)	

CAREER HISTORY – POLICE (MOST RECENT FIRST)
INCLUDING CURRENT DUTIES

Name and Address of previous Forces (most recent first)	From	To	Duties	Rank

PERSONAL STATEMENT

Is there anything else you want to say in support of your application?

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Do you hold a current driving licence? Yes No (please tick)

REFERENCES

You must provide details of two people we can contact to obtain a reference. At least one person must be your current employer or employment adviser or most recent employer if currently not employed.

CURRENT EMPLOYER

Name and Address:

Relationship
to/Post held _____

Tel Number: _____

Email Address:
(if available) _____

Name and Address:

Relationship
to/Post held _____

Tel Number: _____

Email Address:
(if available) _____

Data Protection Act 1998

Personal data supplied on this form may be held on and/or verified by reference to information already held on computer.

PART 2 – EXPERIENCE, SKILLS AND ABILITIES

Please study the **Person Specification** within the information pack.

On this application form, you are asked to provide evidence that demonstrates a high level of competence and effectiveness in the **7 key competences** listed in the person specification. You can draw on examples of evidence from your working life, through your participation with a private, public, voluntary or community organisation, and/or other areas of your personal life.

This is a very important part of your application. If you do not provide evidence of all the essential competences for the role, the selection panel will find it difficult to assess your application and may be unable to invite you to interview.

The selection panel will not make assumptions – for example from a job title – as to the skills, knowledge and experience you have gained.

Each of your responses must address the essential competencies listed. To be considered for interview, you must, as a minimum requirement meet **all 7 of the competences** that are listed below:

Serving the public	Professionalism	Decision making
Leading the workforce	Working with others	Leading strategic change
Managing performance		

Your examples

- Please be **clear** and **succinct**. You may be asked to expand on your answers at interview.
- In providing your examples, please use the space provided. Should you need to use continuation sheets please ensure they clearly illustrate to which section they refer
- Please ensure that you give specific examples for each criterion, describing **actual** events rather than a generalised description of what you would usually do.
- Draw on examples which best demonstrate your skills, knowledge or abilities in that area, but please use different examples across the range of criteria to demonstrate a breadth of experience.

You should

- Explain **what you** did and **how you** did it.
- Give the outcome – what happened?
- Where knowledge is required, describe how you gained and/or used this knowledge.
- Details of any feedback you received on your performance

Essential Competency 1

Serving the public

Please provide **at least one** example which best demonstrates the above.

Essential Competency 2

Professionalism

Please provide **at least one** example which best demonstrates the above.

Essential Competency 3

Leading strategic change

Please provide **at least one** example which best demonstrates the above.
(Box will expand to fit applicant information)

Essential Competency 4

Leading the workforce

Please provide **at least one** example which best demonstrates the above.
(Box will expand to fit applicant information)

Essential Competency 5

Managing performance

Please provide **at least one** example which best demonstrates the above.
(Box will expand to fit applicant information)

Essential Competency 6

Decision making

Please provide **at least one** example which best demonstrates the above.
(Box will expand to fit applicant information)

Essential Competency 7

Working with others

Please provide **at least one** example which best demonstrates the above.
(Box will expand to fit applicant information)

Part three

Part 3 is an equal opportunities monitoring and checks form. When you submit your completed application, Part 3 is detached by Human Resources staff and held in confidence within People Services.

Part 3 is not used in any part of the selection process.

Parts 1 and 2 are sent to the hiring manager responsible for the short listing panel. Part 3 is used by Human Resources staff to monitor our equal opportunities policy and to complete a number of legal and compulsory checks that all Police Forces are required to complete on prospective staff. The application form complies with the European Convention on Human Rights.

Please complete all the sections in Part 3. If you have a query about completing Part 3 contact Caroline Kerr, The Resourcing Business Partner on 01642 661090.

PERSONAL DETAILS

Surname/Family Name: _____	Title (Mr/Mrs/Miss/Ms/Other) _____
Forename(s): _____	
Previous Surname(s)/Family Name: _____	
National Insurance No: _____	Date of Birth: _____
Current Address: _____	Home Telephone No: _____
_____	Business Tel. No: _____
_____	Mobile Tel. No: _____
Postcode: _____	Email Address: _____

To the best of your knowledge, are you related to any of the following:

Member of the Police and Crime Commissioners Office in Cleveland

Yes No

Serving Police Officer

Yes No

Member of Cleveland Police Support Staff

Yes No

If 'Yes' give details

Have you applied for a vacancy with Cleveland Police before?

Yes No

If Yes – Date **And post**

EQUAL OPPORTUNITIES MONITORING

Cleveland Police actively encourages applications from people with disabilities. Applicants with disabilities will be guaranteed an interview if they meet the essential criteria for the post applied for (under the two tick symbol.) The Equality Act 2010 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and long term adverse affect on their ability to carry out normal day to day activities".

Do you consider yourself to have a disability?

Yes No Prefer not to say

If you have/do not have a disability do you need us to make any reasonable adjustments if selected for interview/assessment?

Yes No

If 'Yes' give details

Sex **Male** **Female**

Transgender (Optional) **Yes** **No** **Prefer not to say**

Nationality Current **At Birth**

Sexual Orientation (Optional) **Bisexual** **Heterosexual** **Gay/Lesbian**
Prefer not to say

The ethnic categorises used are those used in the 2001 Census for England and Wales. Insert a 'X' in the appropriate box.

- | | | |
|-------------------------------|----------------------------|--------------------------|
| White | British | <input type="checkbox"/> |
| | Irish | <input type="checkbox"/> |
| | Any other White background | <input type="checkbox"/> |
| Mixed | White and Black Caribbean | <input type="checkbox"/> |
| | White and Black African | <input type="checkbox"/> |
| | White and Asian | <input type="checkbox"/> |
| | Any other mixed background | <input type="checkbox"/> |
| Asian or Asian British | Indian | <input type="checkbox"/> |
| | Pakistani | <input type="checkbox"/> |
| | Bangladeshi | <input type="checkbox"/> |
| | Any other Asian background | <input type="checkbox"/> |
| Black or Black British | Caribbean | <input type="checkbox"/> |
| | African | <input type="checkbox"/> |
| | Any other Black background | <input type="checkbox"/> |
| Chinese or other ethnic group | Chinese | <input type="checkbox"/> |
| | Any other ethnic group | <input type="checkbox"/> |

EQUAL OPPORTUNITIES MONITORING (cont'd)

Religious beliefs/Faith

Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Christian	<input type="checkbox"/>	(State denomination if you wish)	
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	None	<input type="checkbox"/>
Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

DECLARATION

I declare that to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if appointed, be liable to the termination of my appointment.

I acknowledge and specifically give my consent to the Cleveland Police gathering, processing and storing Sensitive Personal Data as defined in the Data Protection Act 1998, as will be required to process and assess my application.

Signed:

Date:

IMPORTANT

We must interpret strictly and impartially the condition regarding eligibility and nationality, but it is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.