



NORFOLK
CONSTABULARY
Our Priority is You



SUFFOLK
CONSTABULARY

SPECIAL CONSTABLE

Guidance Notes



It is essential that you read each of the questions carefully **before** completing your application form.

1. You must complete all sections of the form yourself in **black** pen.
2. When using continuation pages clearly mark which questions they refer to.
3. Please put your full name at the top of each continuation sheet.
4. Sections which do not apply to you should be clearly marked by putting an X in the **Section N/A** box.
5. Write clearly to allow your responses to be marked accurately.
6. Please note, if you submit this form incomplete it will delay your application.

DATE PROTECTION ACT 2018

Norfolk / Suffolk Constabulary will collect and use personal information and special category data so that it can carry out its legal and legitimate functions as defined by legislation, common law, regulation, policy and best practice. The Constabulary processes information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the Support Policing Purposes (including but not limited to payroll, training, personnel administration, health and welfare etc).

We will collect and use personal information and special category data for employment/contract purposes and will not use or disclose information for any other purposes without your consent, unless required to do so by law, or where the use or disclosure is permitted by law and is necessary and reasonable to do so. We take care to ensure the information we hold is accurate, up-to-date and deleted when no longer required.

For further details on how we use information and your information rights, please contact the Data Protection teams or visit: www.norfolk.police.uk / www.suffolk.police.uk.

Section 1. PERSONAL DETAILS

This section should include all your personal details, including any previous surnames whether changed by marriage, deedpoll or any other means. Please ensure you provide an email address and mobile telephone number so we can contact you should we need any further information.

Section 2. NATIONALITY

We need to take details of your nationality and legal right to work in the U.K. This is to determine your eligibility for the role and so that we can ensure the relevant Vetting checks can be carried out, based on the length of time you have been resident in the U.K.

Section 3. 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.

Disability is defined as 'a physical or mental impairment, which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'. Successful applicants will be required to complete a Medical Health Questionnaire (MHQ) and undertake a medical examination prior to appointment. In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

Should you wish for reasonable adjustments to be made, you will need to provide us with the relevant documentation (such as a psychologists report) to determine any adjustments that may be accommodated.

Section 4. PREVIOUS ADDRESSES

We need to collect details of your previous addresses for the last 5 years. This is to ensure our Vetting team will have sufficient details to carry out their checks.

Section 5. CONVICTIONS & CAUTIONS

It is important you list **any** cautions or convictions here, even if they were deemed 'No further action'. Failure to disclose any activity could result in your application being rejected. A search of the Police National Computer will be undertaken on all applications as they are received. Further vetting checks will take place on you, your family and any associates should you be successful at the selection process.

Section 6. TATTOOS

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

Members of the public are largely accepting of police officers and staff with visible tattoos. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views inconsistent with the Constabularies Code.

Careful consideration will be given by the force to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo.

You will need to supply photos of **any** tattoos which may be visible when wearing a short sleeved shirt. The photo's should include a close up shot and a distance shot showing the tattoos location. If there is any writing in a language other than English, a translation must be provided.

Section 7. EMPLOYMENT, BUSINESS INTERESTS & VOLUNTEERING

This is your opportunity to tell us about your current employment, any voluntary work you do, any groups you may belong to. It is also where you can provide us with details of any business interests you may have outside of your normal employment (such as running a local football team, personal trainer etc)

Certain occupations will preclude you from joining the Special Constabulary such as (but not limited to)

Anyone employed in the security services
Prison Officers
Anyone holding a personal liquor licence
Armed Forces personnel (excluding reserves)
Immigration Officers
Magistrates / Judges / Justice's Clerks / CPS Employees
Some sectors of the Healthcare sector

If you are in any doubt, please contact the Specials Team to check your current employment does not cause a conflict of interest.

Section 8. FINANCIAL POSITION

Special Constables are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court judgments outstanding against them or who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court judgments may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court may not be considered.

Section 9. DRIVING

A driving licence is not essential or required but we would like details of any licence you do hold. If you are unable to drive, this may limit some of the duties you are able to perform.

Section 10. PREVIOUS APPLICATIONS / SERVICE WITH THE POLICE

This section allows you to provide details of any previous applications made to Police forces around the country, as well as previous service you may have done with any force whether this was as a Special, Police Staff or as an Officer.

Section 11. HM FORCES

Similar to Section 9. This allows you to provide details of any military service you may have done, or to provide details of any reserve unit you may belong too.

Section 12. REFERENCES

We will collect reference details from you for your last 5 years of employment should you be successful at the Papersift stage of the application. If you have been with the same employer, academic institute or unemployed for all or part of the 5 year period, we will also contact your personal referees to provide a character reference. These nominated individuals should not be related to you.

Section 13. WHAT WILL MAKE YOU A GOOD SPECIAL CONSTABLE

This section will give us an insight into your motivations, values and the drive behind why you think you would make a good candidate for the role of Special Constable. You should include any relevant skills, qualifications, hobbies, interests or experience you may have. We are looking for your commitment to the role, the duties you think you will be dealing with, strengths you may bring to the role and weaknesses you think you may need to overcome. Your explanation should not exceed 250 words.

Section 14. COMPETENCY ASSESSMENT

At this stage of the application, it is vital that you can demonstrate the core competencies needed to be effective in the role of Special Constable. You need to be able to demonstrate that you have the competencies for your application to proceed to the next stage. You will be assessed in this question on how you acted to try to resolve or assisted the other person to resolve the problem. Please answer truthfully as you may be asked to expand on these examples at interview. Do not use continuation pages. Continuation pages will **not** be scored.

You will need to pick a **specific** occasion which fits the criteria. We are interested to find out what **you** did to resolve the issue and how **you** contributed to the circumstances. Whilst teamwork is key, we are really interested in your motivations and values.