



SOUTH WEST FORENSIC SERVICES

Application for Appointment as Police Staff

Post applied for:	Fingerprint Expert		
Location and Force:	Portishead, Avon and Somerset		
Where did you initially see this vacancy advertised?			
Applicant Number (office use only):		Closing date:	NOON Friday 17 July 2020

1. Personal Details

Family name:		Title (Mr, Mrs, Miss, Ms, other):	
First name(s):			
Previous family name (if any):			
National Insurance No.:		Force No.:	
Permanent Address:	Address for communication, if different (see note*):		
Postcode:		Postcode:	
* Please note: email will be used in the first instance as the method of communication. If this is NOT preferred, please indicate by checking the box.			<input type="checkbox"/>
E-mail:		Mobile No.:	
Telephone (home):		Telephone (work):	

Citizenship:			
Town of birth:		Country of birth:	

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 and must have been a resident in the UK for three years for the role which requires recruitment vetting and five years for a role which requires management vetting prior to submitting the application form (from the time of submitting the application). **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.

Do you require a work permit for employment in this country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', do you have a current permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have a current permit, please indicate the expiry date:	

2. Disability, Reasonable Adjustments and Interview Dates

South West Forensic Services are committed to the recruitment of people with disabilities and the continuous improvement of service delivery to disabled members of the community. In order to ensure appropriate arrangements can be made if you are selected for interview, we ask that all applicants indicate whether or not they have a disability under the Two Ticks Scheme. South West Forensic Services guarantee to interview all applicants declaring a disability who fulfil and meet the minimum essential shortlisting criteria for police staff vacancies and will ensure appropriate support is provided where required.

Do you have a disability and want to apply under the Two Ticks Scheme?

Yes

No

Please refer to the Forces' "Two Ticks" guidance for further information on applying under this scheme.

☐☐

Please indicate if you will require any additional time in completing your application or reasonable adjustments if you are invited for testing and / or an interview; we will be pleased to discuss this with you.

☐☐

Please advise us of any adjustments you may need, in order to perform the key duties and responsibilities of this post, as outlined in the role profile. Please be aware that South West Forensic Services is fully committed to making the adjustments necessary to allow any individual to perform a role to the best of their ability, if a proposed adjustment is considered to be unreasonable by South West Forensic Services, it may be necessary to review any offer of employment.

Interview Dates

Please indicate dates when you will be **UNABLE** to attend an assessment or interview in the next 3 months

3. Employment and/or Education History

Please provide the last five periods of employment prior to the above (most recent first). This should include any paid, unpaid and/or voluntary work. If you have any gaps in your employment, please also indicate these below. This can include long term study and undertaking other responsibilities.

Internal applicants need only provide the name of the current employer and job title.

Please provide details of your current or most recent employer.

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 the next four periods of employment prior to the above (most recent first).

Name and full postal address of employer or academic institute:			
Job /course title:			
Period of employment or study:	From:		To:
Reason for leaving:			

Name and full postal address of employer or academic institute:			
Job /course title:			
Period of employment or study:	From:		To:
Reason for leaving:			

Name and full postal address of employer or academic institute:			
Job /course title:			
Period of employment or study:	From:		To:
Reason for leaving:			

Name and full postal address of employer or academic institute:			
Job /course title:			
Period of employment or study:	From:		To:
Reason for leaving:			

Explanation for any gaps in the last 5 years (if applicable):

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Business interests

Do you have any secondary employment or business interest, or any financial interest?

☐ Yes ☐ No

If Yes, please give details:

4. Evidence and Qualifications to Support Your Application

Applicant Number / Reference (**office use only**):

This section is extremely important. Before completing this section, please refer to the guidance notes at the end of this document. Please note your evidence must be restricted to the boxes provided, you must not change the size of the boxes and must not change the font size or style (Ariel 11).

When completing this section of the application, please ensure you refer to the essential qualifications, skills, knowledge and experiences required of the post holder as indicated on the role profile / job description. The evidence you provide can include paid and unpaid work, as well as long term study and examples from your personal life such as sports and hobbies.

Please enter the specified criterion or essential experience title you need to meet as indicated on the role profile / job description:

Essential Criteria 1 -. Successful completion of the Advanced Fingerprint Course

Essential Criteria 2 - Be a registered Fingerprint Expert

Essential Criteria 3 - Experience of producing accurate written information that demonstrates a high level of attention to detail

Essential Criteria 4 – Proven experience of utilising computerised fingerprint databases such as IDENT1

Essential Criteria 5 - Demonstrate excellent verbal and written communication skills at all levels

Essential Criteria 6 - Ability to work under pressure with demanding workloads and deadlines

Essential Criteria 7 - Sound knowledge of the forensic processes and how they contribute to crime investigation and the criminal justice system

Essential Criteria 8 - A good standard of computer literacy and a working knowledge of windows software including Microsoft Word

Essential Criteria 9 – Ability to maintain strict confidentiality when dealing with sensitive /illicit material

Essential Criteria 10 - Knowledge of the Streamlined Forensic Reporting (SFR) protocols

Essential Criteria 11 – N/A

5. References

Please provide details of **two** referees to support your application. The first should be your most recent or current employer, but not a relative or serving police officer. If you are a recent school, college or university leaver, a teacher or work placement adviser may be able to assist. Please ensure you have informed these referees that you will be seeking a reference and intend to give their details to the police as part of your application.

Internal applicants only: All Dorset Police internal appointments will be subject to internal references which will look at your attendance and performance all of which must be satisfactory to proceed.

Please note: references will only be sought for successful candidates **after** interview. If you have **not** checked the box(es) below, we will accept that as permission to contact your references.

Referee One:

Current or most recent Employer/Educational Body (i.e. School/ College/ University)

Referee / Line Manager name:			
Employer/Educational body:			
Referees' / Line Manager's position held:			
Address:			
Postcode:		Telephone No.:	
E-mail address:			
Please DO NOT obtain a reference from the above given name without my permission			(please ✓) <input type="checkbox"/>

Referee Two:

Previous employer, Educational Body or individual who is able to comment on your suitability for this post and is not related to you or is a serving Police Officer

Referee name:			
Employer/Educational body:			
Referees' position held:			
Address:			
Postcode:		Telephone No.:	
E-mail address:			
Please DO NOT obtain a reference from the above given name without my permission			(please ✓) <input type="checkbox"/>

6. Driving Licence

If the role profile/job description states a driving licence is **essential** for the role, please complete the box below:

Licence No.:	
Categories (if applicable):	

Data Protection Act 1998

Please note that the information supplied on this form may be held on a computer and that the enquiries made in processing your application may include reference to personal data held in police records.

Returning this Application Form

Please return your completed application form to the Force as detailed in the vacancy advert.

E-mail to:
Resourcing@devonandcornwall.pnn.police.uk

Or by post:
Resourcing, Homer House
Devon and Cornwall Police
Police Headquarters, Middlemoor
Exeter
EX2 7HQ

E-mail to:
Police-Staff-Recruitment@dorset.pnn.police.uk

Or by post:
Organisational Development – Recruitment
Human Resources Department
Dorset Police Headquarters
Winfrith, Dorchester
Dorset, DT2 8DZ

E-mail to:
PoliceOfficerRecruitment@wiltshire.pnn.police.uk

Or by post:
People Services (Recruitment Team)
Wiltshire Police HQ
London Road
Devizes
SN10 2DN

E-mail to:
recruitment@avonandsomerset.police.uk

Or by post:
Recruitment Team
Police Headquarters
PO Box 37, Valley Road
Portishead, Bristol
BS20 8QJ

Please note:

ALL sections of this form must be completed before submission and **CVs will not be accepted** or considered as part of the selection process. Please also ensure you have completed the personal details pages accurately.

7. Declaration

Rehabilitation of Offenders

Due to the nature of police work, all posts are exempt from Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and therefore all applicants **MUST** disclose information about any convictions and cautions (including driving). This includes those which are spent. If you are appointed by one of the Forces within the South West Forensic Services Collaboration and it later becomes known that you have failed to disclose these convictions / cautions, this may or is likely to result in dismissal or disciplinary action in line with the Force's disciplinary procedure.

Have you or your partner ever been charged, summonsed, convicted or cautioned for an offence or has an order been made against you or your partner by a court or court martial? (To include spent fixed penalty offences and any involvement whatsoever with the police).

☐ Yes ☐ No If Yes, please give details below

Date(s)	Offence(s)	Result

Declaration			
I confirm that all the information provided in this application is true to the best of my knowledge and belief. I understand that if I have made a false statement, or withheld any relevant information, it will result in dismissal or the withdrawal of any offer of employment. I understand that I must inform any individuals named on this form that I intend to submit their details as part of this application.			
Print Name:			
Sign:		Date:	
Please note: If submitting your application electronically, and successful at shortlisting, you will be required to sign your application at interview / assessment.			

Application and Interview Support for Police Staff Applicants

The aim of the South West Forensic Services is to ensure that it has the right people, in the right place, at the right time, with the right skills to meet the needs of the people and communities we serve. Thus the four Forces of the collaboration have recruitment policies which aim to ensure that the best individuals are selected for posts, whilst also ensuring a fair, transparent and legislatively compliant process.

In the majority of cases, the South West Forensic Services will use a structured interview process to select for advertised posts, which involves completion of an application form and interview by applicants.

This allows individuals the opportunity to provide evidence as to how they meet the qualifications, training, experience, knowledge or skills or qualities/attributes that are deemed necessary to effectively perform the responsibilities of a role (detailed in the essential qualifications, skills, knowledge and experience required of post holder as indicated on the role profile / job description) by application form and interview. An interview/selection panel have the opportunity to assess the application forms and interviews in a consistent and fair way that can be scored for each applicant.

This document seeks to give some guidance for police staff in providing evidence for completion of the application form.

Do's

- **Do** ensure you are using the latest version of the application form
- **Do** complete the application form, putting in detailed relevant evidence. Remember the reader was not there so ensure there is enough detail to enable them to identify the importance of the evidence you are seeking to highlight. Did you go that extra mile? If so, tell them!
- **Do** apply even if you feel you don't have strong evidence for all criteria in the person specification / role profile.
- **Do** consider all aspects of your current role when including evidence on your application form. The tasks you carry out regularly are quite often those you overlook.
- **Do** remember it is perfectly acceptable to include evidence from previous roles and other aspects of your life e.g. from voluntary work, school/college/university or personal achievements.
- **Do** refer back to your employment appraisals/reviews to establish if there are key aspects of work that are relevant that you have forgotten about.
- **Do** try to incorporate the mnemonic S.T.A.R. to help you fully evidence each criteria:

SITUATION	what area of criteria is being evidenced
TASK	the piece of work you undertook
ACTION	what you did to achieve the outcome
RESULT	what the outcome was

For example:

Must be able to demonstrate good communication skills:

"In my previous job I was responsible for dealing with customer complaints. This involved..."

Must be able to demonstrate basic numeric skills:

"I am responsible for monitoring various budgets in my current role, which means I have to..."

- **Do** check that the example you are giving is relevant to the criteria area you are talking about.
- **Do** cross reference pieces of evidence if referring to them in different criteria areas - you may find you repeat information, this does not matter as long as it is relevant to the criteria you are evidencing.
- **Do** “sell yourself”. Avoid being modest about your achievements. Use “I”
- **Do** attempt to make a link between the work you do now and the post you are applying for
- **Do** consider typing the selection criteria part of your application form using Microsoft word for ease of readability and ensuring you make best use of the space provided
- **Do** use spell-check facilities available on Word – but read the form through too.
- **Do** submit your form on time (can be submitted electronically by email to the addresses provided within this application form)
- **Do** keep a copy for interview preparation or for future applications.

The majority of above principles can be utilised for both application and interview preparations.

When completing your application you should consider how you could expand on the criteria evidence at interview and / or other examples that you would be able to utilise.

Do Not's

- **Do Not** exceed or expand the boxes provided when completing section 4 of the application form.
- **Do Not** change the font size or style of the form. The style applied must remain **Ariel 11**.
- **Do Not** leave too many blank spaces within the application form. You could be wasting valuable room to show more evidence
- **Do Not** make general or philosophical comments or statements that do not actually give evidence of the way you work
- **Do Not** take credit for someone else's achievements. This is quite often spotted and noted accordingly
- **Do Not** consult with too many people on how to write your application form as you are likely to get different answers and opinions that may lead to confusion and doubt.

Data Security

The Forces of the South West Forensic Services Collaboration will take all reasonable steps to ensure the security of your personal data. However, we must remind you that external e-mail is an insecure medium. If you choose to send the completed form to us electronically you do so at your own risk. You may prefer to print the completed form and post it to us. If so, please refer to the relevant Force's postal address within this application form.