



Application form guidance notes

Completing the form

Please read the form fully before completing it, and use black ink. Ensure you answer all questions (or state n/a if not applicable), and sign the form. If you would prefer to complete the form electronically then please contact TempForce on 01962 871550 or recruiting.tempforce@hampshire.pnn.police.uk, and an electronic copy of the form will be emailed to you.

CVs and additional sheets

If preferred you may attach a CV to detail the information requested in sections 3, 5 and 7. However, you must answer sections 1, 2, 4, 6, 8, 9 and 10 in full, even if the information is included on your CV. You may attach additional sheets to any section where necessary.

Employment History

Please give details of all employment within the last 5 years, including part time or voluntary work. You do not need to include employment with a Police Force that has already been detailed in section 2.

References

References will be taken up with all previous employers within the last 5 years. The information you provide in section 3 will be used to contact your previous employers so please ensure the details are accurate. If you have gaps in your employment history of more than 3 months then please give details of 2 additional referees in section 4. These referees should be individuals who have known you for at least 5 years, preferably in a professional capacity. If you have been in education rather than employment then please give details of the course tutor/head of department in section 4, and attach an additional sheet giving details of the educational establishment and dates attended. References will not be taken up until after interview.

Education and qualifications

Please give details of the highest academic qualification you have obtained or are currently studying for. Please also detail any job related training, vocational or professional qualifications, or courses completed.

Sickness absence

Please give details of all sickness absence within the last 3 years. If you do not know the exact date then please give as much detail as you can e.g. the approximate month and year. Poor attendance may prevent your application from progressing further, so if you have had more than 4 occasions and/or 10 days of sickness in any 12 month period within the last 3 years then you may wish to attach a letter explaining any mitigating circumstances.

Information in support of your application

In this section you need to provide evidence of how your skills, knowledge and experience meet the requirements and key accountabilities of the role. Please be specific and refer to the enclosed role profile to help construct your response.

Previous convictions

You must declare any involvement whatsoever even if you consider the matter to be spent. Previous convictions will not automatically prevent your application from progressing; this will depend on the nature of the offence and when it was committed. However, failure to declare information may be regarded as evidence of unreliability and will be taken into account when assessing your suitability for clearance.