



# Hampshire Constabulary

## Recruitment Department

### Candidates Guidance for Completing Application Forms

Thank you for requesting an application form to join Hampshire Constabulary, you should see this as your opportunity to highlight your skills, abilities and experience to show you can do the job. The forms are crucial to the recruitment and selection process as they allow the Constabulary panel to assess your application against the criteria for the job.

To assist you in completing the application form, some key points are listed below that you should address in order to produce a good application form and increase your chance of being selected for interview.

- ✓ Examine the job pack. All our role profiles consist of a Part 1 (job description) and a Part 2 (person specification). Read all of this carefully before completing your application.
- ✓ Set out your supporting evidence using the category headings in the same order as they appear in Part 2 of the role profile (i.e. Education / Qualifications required and Experience required, etc)  
Please then use the key competency headings as sub headings (i.e. Respect for race & diversity, Work as part of a team etc).
- ✓ Provide evidence with relevant examples to support each individual requirement within each category as far as possible. It is very important that you provide sound evidence in completing the application form; that the information you supply clearly relates directly to each of the competences and that you demonstrate by means of a real example, how you applied that skill, gained or used that knowledge, or exercised that ability.

Providing a clear verifiable example helps the Constabulary/panel see in practical terms how you meet that particular selection criteria or competency. It also assists the interviewers to explore in more detail what you have to say during the interview.

- ✗ Don't assume that the reader knows how that evidence relates to the criteria/competency or has enhanced your skills or knowledge – **you must explain clearly.**
- ✓ Analyse part 2 (person specification). What evidence can you provide to demonstrate that you have the necessary skills, knowledge, experience and personal qualities to meet each item in the person specification?

Consider any experience that you may have acquired outside of work, such as community or voluntary interests.

- ✘ Don't merely repeat your career history, detail how your career history relates to each individual criteria or requirement
- ✓ Consider presentation; make sure that you read the form fully before completing, use a black pen or type, answer every question, sign the application form, and make sure that your form arrives before the closing date.
- ✘ Do not send in your CV unless it is accompanied by a properly completed application form, otherwise you may not score highly enough during shortlisting to be invited to attend an interview.
- ✓ Completing the Application Form

Factual Information - Complete the factual parts of the form first – things like name, address etc.

Education - The holding of an educational qualification will only influence shortlisting where this is specifically recorded as a criterion. If you do not hold a qualification that is required but can demonstrate comparable / relevant work experience you will need to do this and provide evidence of how this ensures you are the same level.

Employment History - Write the names and addresses of present and past employers. Remember, if you have done voluntary or community work or have had a career break for any reason you must detail it.

References - Please make sure you indicate whether we can contact your references if you are selected for an interview.

Thank you for your interest in Hampshire Constabulary, more information on our organisation can be found at [www.hampshire.police.uk](http://www.hampshire.police.uk)