

Application form for becoming a Police Community Support Officer

For office use only
Candidate URN

It is essential that you read all the guidance notes that come with this pack. You should complete all sections of this form in person, in either black ink or type-face. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked **N/A**.

DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Police Service and may be shared by other forces in the United Kingdom in respect of any recruitment applications you make.

Section 1 About you

Personal details (see note 1)		
Surname	Surname at birth/ previous surnames (if different)	
Forename(s)	Title (Mr, Ms, Mrs, Miss, Dr)	
Date of birth	Age	Town and country of birth
Current address		
Postcode	Date of occupancy (month/year)	
Email address (if applicable)		
Telephone numbers (including area code)	Home	Work (if convenient)
	Mobile	
National Insurance number		

Force you wish to apply to (see note 2)
Force
Division
Full time or part time required

Disability (see note 7)
The Disability Discrimination Act 1995 makes it unlawful to discriminate against a disabled person in any area 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.
Do you have a disability you wish us to know about at this stage? (see note 7 for definition)
YES <input type="checkbox"/> NO <input type="checkbox"/>
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 to assist with your application.

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Nationality (see note 3)

What is your nationality?

If a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

YES

NO

If a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows that your stay in the UK is free of restrictions.

Photocopy of passport enclosed?

YES

NO

Convictions and cautions (it is important you read note 4 before you complete this section)

Have you ever been convicted for any offence or had a formal caution by police for any offence or bind-over imposed by any court?

(You must include traffic convictions and appearances before a court martial and any cautions as a juvenile.)

YES

NO

If you have answered YES, please enter full details below.

Date (most recent first)	Offence/ alleged offence	Result (if known)	Court/police station involved

Do you have any impending prosecutions?

YES

NO

If YES, provide full details as above.

Have you ever been the subject of a criminal investigation (whether or not this led to any prosecution) or been associated with criminals?

YES

NO

If YES, please give details below.

Tattoos (see note 5)

Do you have any tattoos on your hands, neck, forearms or face?

YES

NO

If YES, describe their nature and location.

Membership of British National Party or similar (see note 6)

Are you or have you ever been a member of the British National Party or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality?

YES

NO

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Health, eyesight and disability (see note 7)

We welcome applications from people with disabilities and we will make every effort to make reasonable adjustments if required.

If you are successful at an assessment centre you will be invited to complete and return the medical questionnaire. You will also undertake a medical examination and eyesight test.

We will also contact your employer or school/college for verification of your sickness record. Your current employer will not be contacted until an offer of employment has been made unless you agree to let us approach them beforehand.

Please state:	
a) How many occasions you have been absent from work due to ill health over the last three years.	<input type="text"/> Occasions
b) How many days' sickness absence you have taken over the last three years.	<input type="text"/> Days
For example, if you have been sick on three occasions and the total number of days sick was 12, this would be shown as:	
	a) 3 occasions
	b) 12 days
c) Please state whether any of the above was directly related to a disability under the terms of the Disability Discrimination Act 1995.	

Financial position (see note 8)

Unless otherwise stated, complete these questions in respect of **the last six years**. If YES, you must provide full details (including dates).

	YES	NO	Details (including dates)
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, have your bankruptcy debts been discharged?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any Court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been party to a voluntary agreement registered with the County Court?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a County Court/Tribunal judgment been made against you?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, has this been cleared?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

* If applicable, please provide a Certificate of Satisfaction as it is needed before your application can be processed.

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Section 2 Competency assessment

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It is important that you read note 9 before completing this section.

- At this stage of the application, it is vital that candidates can demonstrate the core competencies needed to be effective in the role of Police Community Support Officer. You need to be able to demonstrate that you have the competencies for your application to proceed to the next stage.
- **Please answer truthfully as you may be asked to expand on your answers at assessment.**
- **Do not use continuation pages. Continuation pages will not be scored.**

Q1 It is essential that Police Community Support Officers deliver an excellent service to the public and get involved in solving their problems.

Please recall a situation when you had to deal with someone who was unhappy with the service they had been given or the way they had been treated, and you helped them to resolve their problem. It is very important that you use an example when what you did helped in some way to resolve the problem. You will be assessed in this question on how you acted to try to resolve the problem and on how you delivered a full service to the person.

Briefly describe the situation, and tell us why the person was unhappy.

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Tell us exactly what you did and said to try to sort out their problem.

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When did you do these things?

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If you had not acted as you did, what do you think the consequences for everyone involved would have been?

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How did you know the person was happy with what you had done for them?

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Q2 It is vitally important that in their duties, Police Community Support Officers show respect for the lifestyles of other people.

Think of an example of a situation when you have shown respect for someone who had an important aspect of their lifestyle (for example, a deep-rooted moral or religious belief) that differed significantly from your own. You will be assessed in this question on your understanding of and sensitivity to the differences you and this particular person had, and on how you adapted what you said or did to suit their needs.

Tell us how the situation arose.

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Tell us in detail what you did and what you said.

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What did you learn about the other person from this experience?

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How were you able to adapt what you did to suit the other person?

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Equal opportunities

The Police Service is an equal opportunities employer and is determined to ensure that:

- **the workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;**
- **no job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability; and**
- **no job applicant or employee is disadvantaged by conditions or requirements that cannot be justified by the requirements of the job.**

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age	18–24 <input type="checkbox"/>	25–35 <input type="checkbox"/>	36–60 <input type="checkbox"/>	Sexual orientation
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		Bisexual <input type="checkbox"/>
Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Gay/Lesbian <input type="checkbox"/>
				Heterosexual <input type="checkbox"/>
Ethnic origin				Prefer not to say <input type="checkbox"/>
White		British <input type="checkbox"/>		
		Irish <input type="checkbox"/>		Religious belief/faith
		Any other white background <input type="checkbox"/>		Buddhist <input type="checkbox"/>
Mixed		White and Black Caribbean <input type="checkbox"/>		Christian (state denomination if you wish) <input type="checkbox"/>
		White and Black African <input type="checkbox"/>		
		White and Asian <input type="checkbox"/>		Hindu <input type="checkbox"/>
		Any other mixed background <input type="checkbox"/>		Jewish <input type="checkbox"/>
Asian or Asian British		Indian <input type="checkbox"/>		Muslim <input type="checkbox"/>
		Pakistani <input type="checkbox"/>		Sikh <input type="checkbox"/>
		Bangladeshi <input type="checkbox"/>		None <input type="checkbox"/>
		Any other Asian background <input type="checkbox"/>		Other (please state) <input type="checkbox"/>
Black and Black British		Caribbean <input type="checkbox"/>		
		African <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>
		Any other black background <input type="checkbox"/>		
Chinese or other ethnic group		Chinese <input type="checkbox"/>		
		Any other (please specify) <input type="checkbox"/>		

Official use

The receiving police force must forward the equal opportunities and marketing form to:

FREEPOST RLXE-BCLY-GKXS

Dept SC

1 Chalfont Park

Amersham Road

Gerrards Cross

Buckinghamshire

SL9 0GA

Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the Police Service.

Tick any that apply.

Police officer or other Police Service employee	<input type="checkbox"/>
Friend/family/other word of mouth	<input type="checkbox"/>
Careers office/school/college/library	<input type="checkbox"/>
Jobcentre Plus (please state which)	<input type="checkbox"/>
Website (please state site)	<input type="checkbox"/>
National PCSO recruitment campaign:	
on television (please state channel)	<input type="checkbox"/>
in regional/local press (please state publication)	<input type="checkbox"/>
in national press (please state publication)	<input type="checkbox"/>
on radio (please state station)	<input type="checkbox"/>
online (please state website)	<input type="checkbox"/>
Other advertisements, articles or interviews:	
on television (please state channel)	<input type="checkbox"/>
in regional/local press (please state publication)	<input type="checkbox"/>
in national press (please state publication)	<input type="checkbox"/>
on radio (please state station)	<input type="checkbox"/>
at a local event (please state venue)	<input type="checkbox"/>
outdoor advertising (please state where, e.g. on a telephone box)	<input type="checkbox"/>
online (please state website)	<input type="checkbox"/>
other (please specify)	<input type="checkbox"/>
Please give details of any other media, interviews or articles which prompted your application.	

To help us monitor the return of applications please complete the following:	
Name	Date of birth
Force applied for	

Section 3 Declaration

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform the Recruitment Office without delay of any change in my circumstances;
- criminal conviction checks will be made against myself and my family members and I have informed them of this;
- financial checks will be undertaken to verify my financial status and all such information will be treated in confidence. I consent to these checks being made;
- formal disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this;
- any offer of appointment will be subject to satisfactory references and vetting, a medical examination, continued good conduct and maintenance of fitness;
- a member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings;

- if I am appointed my fingerprints and a sample of my DNA will be taken and held on record for elimination purposes;
- successful candidates must serve wherever required to do so within the force area;
- the Chief Officer retains the right to reject any application without giving reasons; and
- the information I have provided may be held on manual filing and computer systems as part of the recruitment process, and may be shared by other police forces.

I am not and have never been a member of the British National Party or similar organisation whose aims, objectives or pronouncements may contradict the duty to promote race equality.

Signature

Date

Checklist

1 Read through your completed application form carefully

Ensure it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.

Failure to provide accurate and complete information may result in your application being delayed or rejected.

If, after reading through the recruitment material, you have any remaining questions, please feel free to contact your local Recruitment Office.

Remember to take a photocopy of your completed application form.

2 Before returning your application form, please check you have done the following:

Have you included a telephone number at which you can be contacted?

If you are a Commonwealth citizen or a foreign national, have you included a photocopy of your passport with evidence that your stay here is not subject to restrictions?

Have you signed the declaration on this page?

If applicable, have you enclosed a Certificate of Satisfaction (see page 3)?

Have you completed and enclosed the equal opportunities form and marketing form (see pages 9 and 10)?

THE COMPLETED APPLICATION FORM AND ENCLOSURES SHOULD BE PLACED IN THE ENVELOPE PROVIDED AND SENT TO THE ADDRESS ON THE FRONT.

