

RESTRICTED



Please return this application form to Amanda Silvanus via email or to the address on the enclosed letter

This application form will provide information about your skills and abilities. This will be used in the recruitment process and may form the basis of some personnel records for successful candidates. Please read the questions carefully and complete as fully as possible. Additional sheets may be attached if necessary.

If you have difficulty in completing this form because English is not your first language, you have a disability or are dyslexic then please contact Amanda Silvanus on 01962 871550.

1. PERSONAL DETAILS

Last Name / Family Name:		First Names:	
Name at birth (if different):		Preferred Title (Mr/Mrs/Miss/Ms):	
Current Home Address:		Email address:	
Postcode		Date of Birth:	
Tel. Home:	Work: May we contact you there? YES / NO	Alternative:	
National Insurance No:	Do you have access to reliable transport? YES / NO	Are you interested in part time or full time hours? full time/ part time/both	

2. PREVIOUS SERVICE WITH A POLICE FORCE

Please give details below of any previous service with a Police Force as a Police Officer, Police Community Support Officer, Special Constable or member of Police Staff (most recent first).

Police Force	Rank/role	Collar number	Date of joining	Date of leaving

Please give details of your most recent position with this force and contact details (including an email address if possible) for your line manager.

Position held	Department	Line manager	Contact details

3. EMPLOYMENT HISTORY

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If you are not currently employed, you may like to give details of any other relevant experience e.g. unpaid work experience or voluntary work. Do not include employment with a Police Force that has already been detailed above.

Name and Address of Current Employer:	Job Title:	
	Date Appointed:	Notice Period:
	Current salary:	

Name and address of previous employer, and contact name for reference.	Position held	Date from	Date to	Reason for leaving

4. REFERENCES

Please read the section regarding references in the guidance notes, and give details below of any additional referees.

Name: Address: Telephone: Fax: E-mail Address: Capacity in which known to you:	Name Address: Telephone: Fax: E-mail Address: Capacity in which known to you:
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5. EDUCATION AND QUALIFICATIONS

Please give details below of your highest academic qualification. Successful applicants will be asked to provide proof of qualifications.

School/College/University attended	Qualification obtained (or currently being studied for)	Grade

Please give below details of any vocational and professional qualifications, courses, and job related training undertaken.

Course/Qualification/Training	Duration	Date

6. Please let us know if you have specific learning difficulties (such as dyslexia) or a disability or medical condition that you think we should be aware of. If you are successful this will assist us in ensuring we put into place any adjustments you might need in order to do your role. Please note we may ask you to provide further information at a later stage.

Please note that selection is based upon competence.
Failure to disclose any relevant information will be treated as an integrity issue.

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7. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please refer to the enclosed role profile and give details here of how your skills, knowledge and experience meet the requirements and key accountabilities of the role.

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their skills, knowledge, and experience in support of their application.

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8. SKILLS

Please indicate below your skills and the level of competence. **Please use B for basic knowledge, I for intermediate knowledge and A for advanced knowledge. If you have no experience in a particular skill area the please write N/A.** You will be asked for further information about these skill areas if you are called to interview.

General		IT systems		Secretarial/PA		Finance	
Administration		Word		Copy typing		Payroll	
Clerical		Excel		Audio typing		Bookkeeping	
Filing		Powerpoint		Minute taking		Sales ledger	
Telephone enquiries		Outlook/email		Shorthand		Purchase ledger	
Customer service		Internet		Presentations		Credit control	
Reception		Databases		Diary Management		Finance admin	
Switchboard		RMS*				Invoice processing	
Data entry		Delphi*					
Report writing		Efin*					
Driving licence							

Please give details below of any other skills you have that are not listed above or covered elsewhere in this application

*IT systems used within Hampshire Constabulary

09. DECLARATION

I confirm that the information given in respect of this application is correct to the best of my knowledge and belief. I understand that false or misleading statements or omissions could jeopardise any subsequent employment. I understand that, if I am appointed, personal information about me may be computerised for Personnel/employee administration purposes including analysis for management purposes or statutory returns.

Signed: _____

Date: _____

NOTE

Data Protection Act 1998

Personal Data supplied on this form may be held on and/or verified by reference to information already held on computer. Information provided will be copied for use during the recruitment process. Your records may be kept for a period of time after the recruitment process is completed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.