

YOU COULD HAVE THE
**SKILLS TO
SERVE**



**OFFICER –
JOINING PATHWAYS**



JOINING PATHWAYS

In this document, you will find further details and guidance on our recruitment process. This document is designed to support you through the process – we hope to make the journey clearer for you as we appreciate there are a lot of different steps to take.

Application.

The application form is crucial to the recruitment and selection process as it will allow the Recruitment panel to assess your application against the criteria for the job. Please do not attach a CV or covering letter unless the job advert specifically asks you to do so.

There is a lot of detail in our adverts, which outline the required levels of qualifications and experience, so please ensure you read this all carefully.

Eligibility test.

This is simple and straightforward – you just need to answer the questions honestly and give as much detail as you can. We will be asking questions around the following:

- Personal information
- Right to work in the UK
- Qualifications
- Any visible tattoos
- Financial situation
- Previous applications
- Previous convictions

If we have any questions about your answers, then a member of our team will be in touch.

Online assessments.

The email you receive to complete these assessments will contain your user name and

password for your online tests. These tests measure your behaviour and attitude to work-related scenarios. Please keep an eye out in your spam/junk folder for this email.

The first test is called a 'behavioural styles questionnaire' (BSQ). We will let you know after this test if you have passed. If you have been successful, you will receive another email to complete a 'situational judgement test' (SJT).

There are 72 questions for the BSQ and 11 scenario questions for the SJT. Set aside a reasonable amount of time (likely to be a couple of hours) to complete and please take your time in answering – we have made sure there is no time limit! Once both tests have been completed, we will be in touch after the deadline date if you are successful or not (within 1-2 working days). You are required to pass each online assessment to move forward to the next stage.

Make sure you answer each question fully and honestly. We also recommend having a look at our competency and values framework. Please [click here](#) to find out more.

You will be able to complete your testing using any device including mobile phones, however when we send you feedback after completing the assessments you will need a laptop or computer to download the details fully. If you have any issues, please get in touch with us by emailing police.recruitment@hants.gov.uk and we will do our best to get the information to you.

SEARCH™ assessment centre.

This is a rigorous and standardised process involving observation of your performance across a variety of exercises including written, role-play and an interview.

You will be sent an email with all instructions, reading material and mock assessments for SEARCH™. You will be required to use Eventbrite to book a slot for an assessment that is convenient to you. Please ensure that you will be available for the date booked beforehand as it costs the force up to £200 per candidate to attend.

Due to COVID-19, we are currently working on how we can deliver SEARCH™. Ordinarily, we would ask groups of applicants to attend a half-day assessment, but given current circumstances you will appreciate we are not able to conduct this – therefore we are working towards online solutions as fast as we can. We will be in touch with you once you reach this stage of the process with next steps.

Conditional Offer.

If successful, you will receive a conditional offer, however this is still subject to pre-employment checks

I.e. vetting, medical and references. It is important that you understand this is still conditional therefore we would not recommend handing in your notice in your current role (if applicable) until you are notified that these have cleared. Within the offer, there are a number of different forms you will need to complete to move through into your pre-employment checks. It is essential that you fully complete and return these as quickly as

possible to keep you moving through the process.

Due to COVID-19, we have had to alter our recruitment processes to ensure everyone's safety and do our best to continue to bring people into our organisation. Therefore, we ask you to pay attention to the detail in your conditional offer of employment. If you choose to accept the offer, you will be accepting all the terms outlined in the conditional offer. Please ensure you read this document fully and understand the outlined implications.

Pre-Employment Checks.

There are a number of different elements for this section of the process:

1. ID & qualifications verifications.

For us to check your ID and qualification documents you will need to come and see us in our Winchester office to see your documents. We will meet you and take a copy so you can take the originals away with you.

Due to COVID-19, this process has been altered to safeguard everyone (candidates and staff). Therefore please follow the below steps:

STEP 1 - Please scan or take a photo of your 'right to work' documents to the Recruitment team via email at police.recruitment@hants.gov.uk. You must ensure copies are clear and complete. Please be aware that due to third party software being used (WhatsApp), we cannot guarantee the security of your personal data whilst it is being transmitted to us and therefore we will ask you to confirm within your email that you are happy

for us to proceed in the manner described above.

Please also ensure you provide the best contact number for us to use for step 2, below.

STEP 2 - Once we have received your scanned documents, we will invite you to a video call via WhatsApp. During the call, one of the Recruitment team will be able to verify that your scanned documentation is correct and matches your original documents (which you will display via the video link).

Once we can move back to face-to-face contact you will be expected to provide all the relevant ID and qualification documents in person so we can ensure we have seen the originals, which is in line with Home Office guidelines.

2. Employment Reference.

The referencing forms will be part of your conditional offer, so make sure you fill it in and send it back to us promptly. Don't worry if you are currently in another role, you can let us know when and how to contact your nominated referees.

3. National Police Vetting (including Biometrics).

Vetting is an integral part of a police force's framework of ethics and professional standards. These forms will also be included in your conditional offer.

Once you have completed the forms, the vetting team will be in touch with any questions and to arrange your biometric testing. You will be required to have your fingerprints and a DNA sample taken.

This is to ensure that you have not previously come to adverse police attention, which you have not informed us of, and that you are not linked to any outstanding crimes.

Due to COVID-19, you will still be required to supply samples, which the biometric team will contact you to arrange and complete in a safe way. Once this has been conducted, as part of your offer of employment we will be making it clear that due to high volumes we may not be able to have your results back in time for your start date. We will continue to make an offer of employment with the understanding that you have accepted the terms outlined in your offer. The offer will explain in full, that if you fail the test when it is completed then we will be required to review your employment status in line with Police Regulations. Please ensure you read your offer of employment fully and understand the implications.

4. Job Related Fitness Test (JRFT).

This test, based on scientific evidence, is designed to match the aerobic demands of personal safety training. If you are not able to pass the fitness test at the first attempt, we will provide support and allow a series of at least two retakes.

Make sure that when you arrive, you are ready to go and if you can't make your session, please let us know as soon as possible to rearrange.

Due to COVID-19, we have been advised that all JRFTs have been cancelled for the foreseeable future. With this in mind, it has been decided that we will ask you to self-declare that you can reach the required standard of level 5:4 by your appointment date.

Further information regarding this will be in your firm offer, which you will receive after all your pre-employment checks have been cleared. By accepting this offer, you will be confirming your self-declaration.

On your first day of training, or as soon as practically possible after your start date, you will then be tested. If you fail to reach the required stage, you will have one further attempt three weeks on from your first attempt. If you fail the test on the second attempt then we will be required to review your employment status in line with Police Regulations.

5. Occupational Health Screening.

You occupational health screening will take place either over the phone or face to face. Just so you know, your appointments will only be arranged once we have received medical questionnaire form, which is a link within in your conditional offer. Once again, if you are not able to attend your appointment please let us know as soon as possible.

Due to COVID-19, we are currently working on how we can continue to get people through our process whilst listening to Government advice around social distancing.

Therefore, you will still be required to complete the forms that are sent to you as part of your conditional offer. The questionnaire you will be asked to complete will prevent any face-to-face contact, and you will be asked to confirm details of the following: Height, weight, BMI, urinalysis, blood, protein, sugar, blood pressure, visual acuity, colour vision, and audiometry.

Once this has been submitted, the Occupational Health team can then go through your responses and get in contact with you on the telephone for any clarity we require. Applicants with declared health problems requiring further assessment should be assessed by the appropriate Occupational Health practitioner when able and this will have to be deferred until this can be undertaken. Please note that you will be required to sign a declaration at the end of this form. **It is important that your answers are accurate and you do not withhold any information.**

Should it later be found that any candidate has been dishonest with their disclosure then the force has the discretion to review their employment and the case will be referred to our Professional Standards Department. Your offer will explain this in full. Please ensure you read your offer of employment fully and understand the implications.

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“Hampshire Police careers”

We look for all kinds of skills, because
it takes all kinds of people in all sorts of
roles to protect the public.



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