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**Recruitment Application Form**

**You must complete all sections of this form and all mandatory questions are bold and marked with an asterisk (\*).**

**General Data Protection Regulation (GDPR) 2018**

The information you provide on this application will be held by the Office of the Police and Crime Commissioner (OPCC) on our secure computer systems for recruitment purposes only and is covered by the rules as set out by the GDPR. The information provided will be used to assess your suitability for the role you are applying for only. The information you provide may be shared with Cleveland Police HR team (as the OPCC uses the services of the HR team to support in the processing of applications and on-boarding arrangements), and Cleveland Police Vetting Unit (for the processing of police vetting as required).

Further information can be found in our privacy notice - [Your information and privacy rights - Cleveland Police and Crime Commissioner (pcc.police.uk)](https://www.cleveland.pcc.police.uk/help/your-information-and-privacy-rights/)

**Application Detail**

In this section, please detail which role you are applying for.

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| --- | --- |
| Position applied for: |       |

**Personal Details**

In this section, please provide your personal details below.

|  |  |
| --- | --- |
| **Title\***(Mr, Mrs, Ms, Miss, other) |       |
| **Forename\*** |       |
| **Surname\*** |       |
| **Country of Birth\*** |       |
| **Town of Birth\*** |       |
| **What is your Nationality\*** |       |
| **Date of Birth\*** |       |

**Contact Details**

In this section, please provide your contact details below. All communications regarding your application will be made by email, so please make sure your email address is correct.

|  |  |
| --- | --- |
| **Country\*** |       |
| **Address Line 1\*** |       |
| **Address Line 2\*** |       |
| **Town/City\*** |       |
| **Postcode\*** |       |
| **Preferred Contact Number (Inc area code)\*** |       |
| **Email Address\*** |       |
| **National Insurance Number\***  |       |

**Disability**

Disability is a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. This includes progressive and long-term conditions from the point of diagnosis, such as HIV, multiple sclerosis, cancer, mental illness or mental health problems, learning disabilities, dyslexia, diabetes, and epilepsy.

This also includes ‘disabled’ as per the definition set out in the Equality Act 2010, as well as wider conditions, including neurodiversity.

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| --- | --- |
| Do you consider yourself to have a disability? | No [ ]  Yes [ ]  |
| Do you require a reasonable adjustment at any part of the recruitment process? | No [ ]  Yes [ ]  |
| If yes, please provide further details: |       |
| If your reasonable adjustment is relating to a Specific Learning Disability, please provide details: |       |

**Business Interests**

Some occupations and business interests may be incompatible with the Role, please provide further details below.

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| --- | --- |
| Do you currently have any job or business interests which you intend to continue, should you become Police Staff? This must include any role that involves a financial gain e.g. Property Rental? | No [ ]  Yes [ ]  |
| If yes, please provide details of your business interests  |
|       |
| Do you or your spouse or any relative living with you own or run a shop or business which requires a licence? (e.g. liquor, gaming, refreshment house or entertainment)?  | No [ ]  Yes [ ]  |
| Please detail your association |
|       |

**Employment History**

In this section, please provide details of your present employment.

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| **Present Employment** |
| Name and Address of Organisation:      | Date Started:      Post Held:       |
| Give brief outline of duties (no more than 200 words) |
|       |
| Reason for wishing to leave |
|       |

Please provide all previous employment history (most recent first). If you have had any significant breaks in your employment history, please include below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer** | **Dates Employed**  | **Job Title** | **Reason for leaving**  |
|       |       |       |       |

Please detail your gaps in employment, including dates and the reason.

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**References**

In this section, please provide the details of two independent references from who the Office of the Police and Crime Commissioner will seek information regarding your suitability for this role. One of which should be your current or most recent employer.

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| **Referee No 1** | **Referee No 2** |
| Name:      Role:      Address:      Email:      Telephone Number:       | Name:      Role:      Address:      Email:      Telephone Number:       |

**Education**

In this section, please ensure that where the person specification of the job description specifies an essential qualification, you must enter the details below (most recent first). You may also detail any other qualification you believe is relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College/University** | **Qualification****(GCSE, A Level etc.)** | **Level/Grade Attained** | **Date** **Attained** |
|       |       |       |       |

**Professional Qualifications / Training Courses**

In this section, please only enter qualifications and training relevant to the role you are applying for.

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| **Professional Qualification/Course Name** | **Name of Organisation/Body** | **Date Achieved/Completed** |
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**Knowledge, Skills, Experience and Abilities**

As part of assessing your application, we need to look at your knowledge, experiences, skills and abilities against the Person Specification. The person specification covers 4 areas. Complete each of the four sections giving details of how your knowledge, skills, abilities and experience of work, life in general, education and voluntary work meet the essential and desirable criteria listed.

**Please complete each section in no more than 300 words**

Please give details of your relevant knowledge referring to the person specification in the job description.

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| --- |
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Please give details of your relevant experience referring to the person specification in the job description.

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|       |

Please give details of your relevant skills and abilities referring to the person specification in the job description.

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|       |

If applicable, please give details of how you meet the criteria stipulated in the 'other' section of the person specification in the job description.

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Please detail any dates you may not be available for interview.

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**Marketing Information**

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply for a role at the Office of the Police and Crime Commissioner.

Where did you hear about this opportunity:

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|       |

**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 must inform the recruitment office without any delay of any change in my circumstances that could have a bearing on my application.

The information provided on this form will be used for recruitment and vetting purposes.

Criminal conviction checks will be made against myself and my family members and I have informed them of this.

I consent to financial checks being made if the post that I am applying for requires me to have access to operational / confidential police systems.

A conditional offer of appointment will be subject to vetting, reference checks, qualification checks and pre - entry medical screening.

I understand that the application form forms part of my terms of employment and that any false statement or deliberate omission may disqualify me from the recruitment process or if appointed, render me liable to disciplinary action which could result in dismissal.

I understand that the information I have provided may be stored on manual and computerised systems and will be used in accordance with the General Data Protection Regulation 2018.

I understand that no member of the British National Party, Combat 18 or the National Front – Groups whose aims, objectives or pronouncements may contradict the duty to promote equality can join the Police service.

I have got the right to work in the UK as per the Immigration, Asylum and Nationality Act 2006.

I acknowledge that the Chief Constable and/or Police and Crime Commissioner for Cleveland Police (where Employer) may withhold/refuse any offer of employment subject to information held in relation to the Police Barred and Police Advisory Lists.

Further information can be found at the following link: [[Barred list | College of Policing](https://www.college.police.uk/ethics/barred-list)](http://www.college.police.uk/What-we-do/Ethics/integrity-and-transparency/Barred-List/Pages/Barred-List.aspx)**Please confirm that you agree that you have read the above and you agree with the statements\***

|  |
| --- |
| I Agree [ ]  |
| Signed:       | Date:        |

**Please email your completed application form by the specified closing to** **opcc.jobs@cleveland.police.uk**

**Please note: applications received after the closing date will not be considered.**