

Recruitment Process – Summary for Applicants (Officers)

Thank you for your interest in applying for a role within ERSOU. Due to the nature of the service we provide and in the interest of recruiting the best candidates to reduce crime, catch criminals and keep the people of our County safe, our recruitment process may be more comprehensive than other processes you have experienced. We are very interested in your application – please bear with us whilst all the necessary assessments and checks are undertaken. Please do not hand in your notice to your current employer until a final offer has been made to you.

Application Process

Ensure you complete all boxes with an asterisk (*) or you will be unable to submit your application. Please ensure you complete the supporting statements section, these vary depending on the role and will be explained on the accompanying advert and role profile. Please note there is a 500 word count limit on the application per section and you should ensure your evidence fits within this limit.

Shortlisting

Candidates are shortlisted by assessing the information on the application form against the personal qualities and minimum entry requirements. It is important that you, therefore, complete the application form fully and carefully, ensuring you demonstrate with examples how you meet the various criteria's.

Interview/Selection process

If invited to interview you will be notified via email, this notification will usually be a minimum of 7 days before the interview date. You will be required to produce valid identification at the interview (a list of suitable ID will be sent via email) for photocopies to be made.

During the interview you could be asked about all or any of the 6 competencies stipulated in the role profile. You would also be informed prior to interview if there is a presentation or test element to the selection process.

Offer of Secondment

If you are successful following the selection process you will receive an offer of secondment. We will start progressing your pre-employment checks which involves various forms of vetting:

Vetting

Vetting is required for all employees and levels of vetting differ across the categories of vacancies. ERSOU employees require Management Vetting (MV) and National Security Checks (SC). You may also need to undergo STRAP vetting, this form will be provided at the offer of secondment stage.

For Management vetting you will be sent an e-form, this must be completed online and returned via email to ersou.recruitment@herts.pnn.police.uk

Vetting completion varies in individual cases so please allow a minimum of 4 weeks for vetting checks to be finalised for MV.

SC forms will be sent via our vetting department and will require you to log in and complete further vetting forms. Vetting clearance for SC does vary, but usually takes between 6 and 12 weeks.

STRAP clearance will not begin until MV & SC is complete. STRAP completion is normally within 2 weeks.

Some roles will allow you to begin whilst Security Checks are being completed. If this applies to you HR will email to explain and ask if you are happy to do so. It would be your choice if you wanted to wait for all vetting to be complete before beginning the role. This is not available if STRAP is required.

Secondment Agreement

Once all pre-employment checks have been concluded and approved we will contact your home force to negotiate/confirm a release date.

Once a release date has been agreed, a secondment agreement will be issued with the relevant shift pattern.

Start date

You will be provided with a contact for your first day. This will be followed by an induction into your role (this varies depending on the department/role).

Further information

If you require any further information or need clarity on any of the above points please don't hesitate to contact us.

01438 757777

ersou.recruitment@herts.pnn.police.uk