

## **Recruitment Process – Summary for Applicants**

Thank you for your interest in applying for a role. 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 minimum entry requirements section, these will be explained on the accompanying advert and role profile. Please note there is a word count limit on the applications and you should ensure your evidence fits within this limit.

## **For internal staff only (important information)**

**Eligibility:** All internal staff (including agency workers and specials, but excluding volunteers and apprentices who have not yet completed at least 9 months of their apprenticeship) are eligible to apply for vacancies.

If the post is advertised as an unallocated post, then the successful applicant will remain with their home force on their home force's terms and conditions.

**Employees at Risk:** Police staff at risk of redundancy are given priority for all vacant posts. Police staff who find themselves in a redeployment situation who choose to apply for a secondment/maternity cover post, may, at the end of the secondment, no longer be treated as a redeployee and may forfeit any entitlement to redundancy pay (if applicable or otherwise stated). We would therefore advise you to discuss this with the HR Change Management Team.

**Medical Information:** If the role involves shift working, the successful candidate will be required to undergo a health assessment by the Occupational Health, Safety and Welfare Unit. Some units may require you to pass a psychological assessment with the Occupational Health Unit prior to being posted to the new role and you will be informed of this at point of application.

**Hertfordshire Staff only:** If you are currently protected under the multiple impact mechanism and are applying for a new role, please speak to the HR Change Management Team to discuss how this will impact on your pay.

**Hertfordshire Officers only:** Police officers considering retirement and being re-employed as police staff are required to contact Kier Pensions at [penmail@kier.co.uk](mailto:penmail@kier.co.uk)

## **Shortlisting**

Candidates are shortlisted by assessing the information on their CV and minimum entry requirements on the application form, against the role profile. It is important that you, therefore, complete the application form fully and carefully, ensuring you

demonstrate with examples how you meet the criteria detailed on the role profile and advert.

**Interview/Selection process**

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

If your recruitment process includes your attendance at an assessment centre all information will be provided via email, for example certain roles may require you to complete a fitness test or computer test.

## **Conditional Offer**

If you are successful following the selection process you will receive a conditional offer and we will start progressing your pre-employment checks which includes; vetting, medical, references and for some roles a fitness test. Until these checks are complete you should not hand in your notice with your current employer.

For some roles if you are successful at the interview/selection stage you will be advised that you will be placed on a waiting list until the next available intake.

Please also be aware that until a final offer is made to you we will continue to consider our internal redeployees who may have been displaced due to organisation change. This is a legal obligation which we have a duty to fulfil.

## **Vetting**

Vetting is required for all employees and levels of vetting differ across the categories of vacancies; Basic Check (BC), Recruitment Vetting (RV) and Management Vetting (MV).

If you are required to complete Recruitment Vetting you will be sent an e-form, this must be completed online and returned via email to the necessary address. If you are required to complete Management Vetting this process will be explained to you by your HR contact.

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

Some roles may also require the taking of biometric vetting. Further details will be provided at the time.

## **Medical**

Candidates will be provided with a work health questionnaire that must be completed and sent directly to the Occupational Health, Safety and Welfare Unit.

A full medical history must be disclosed as failure to do so may result in your application being rejected. **Please complete the questionnaire carefully and thoroughly – if in doubt, disclose it.**

Some roles also require you to complete an eyesight test. Further details will be provided if necessary. If your role requires a psychological assessment or an appointment, then Occupational Health will arrange this with you directly.

## **References**

References will need to be obtained from all employers (paid or otherwise) covering a minimum of 3 years.

For existing members of staff, references will be required from current line managers to ensure that there are no performance management concerns in any aspects of your role. In the case of Special Constables your progress with your Police Action Checklist (PAC's), hours completed per month and progress towards becoming 'Fit for Independent Patrol' will be taken into consideration

## **Final Offer**

Once all pre-employment checks have been concluded and approved, and a start date agreed, a final offer and written statement of particulars/conditions of service will be issued. Once a final offer has been issued, redeployees can no longer be considered for the vacant role.

At this stage all pay and pension forms will be required to be completed for external candidates and returned to HR. Some roles require these forms to be completed during the initial training.

**Pay point**

In most circumstances you will start on the lowest pay point of the scale for the grade of post. If you are moving roles internally but staying at the same grade if the role is of a similar nature it is likely you will stay on the same point, however if you are moving to a different role profile it is likely you will start at the bottom of the grade.

**Start date**

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

**Probation**

You will be required to successfully complete a minimum six month probationary period. This will vary depending on 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

[HREnquiries@Herts.pnn.police.uk](mailto:HREnquiries@Herts.pnn.police.uk)