



**ASSOCIATION OF
CHIEF POLICE OFFICERS**

EAST COUNTER TERRORISM INTELLIGENCE UNIT

Police Staff Application Form



BEDFORDSHIRE POLICE

fighting crime, protecting the public

Post Applied for:

Advert ref:

Instructions for completion

1. Complete all sections clearly, accurately and honestly. If a section does not apply write 'N/A'
2. Curriculum vitae (CVs) will not be accepted.

General

Family name:

Preferred title:

Forename(s):

(Mr/Ms/Mrs/Miss/Dr)

Home address:

Line 2:

Town:

County:

Postcode:

Email address:

Telephone numbers
(include STD dialing codes)

Home:

Work:

Mobile:

National Insurance Number:

Driving licence

This section is only relevant if it is a criteria in the person specification.

Do you hold a current driving licence?

Yes: ☐

No: ☐

State driving licence number:

State driving licence category:

Or, do you have the use of a vehicle which you could use for work if required?

Yes: ☐

No: ☐

Declaration

In accordance with the Data Protection Act 1998, I am aware that the information provided on this application form will be used only for selection and interview purposes. Should the application be unsuccessful the information will be held for a period of 1 year; if successful the information will be retained on employment records for the duration of my employment with Bedfordshire Police and up to seven years thereafter.

Signature:

Date:

Qualifications if relevant to the job description

You will need to provide documentary evidence of qualifications at interview.

	Title/Subject	Grade/Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

If you have any more qualifications please provide them here:

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Training

Please give details of any courses attended which may be relevant to this post.

	Dates	Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

If you have had any other training please provide the details here:

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Membership of Professional Bodies

if relevant to the job description

State whether by examination or experience, quoting your membership number.

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Employment

Please provide, in sequence, details of your employment history starting with your most recent/current employment. To include the last ten years employment only.

Name and full postal address	Position held (including brief description of duties)	Date employed (from-to)	Reason for leaving

References

Please give details from whom references may be obtained. One should be your present, or if unemployed, your last employer/school/college. If you were known to either of your referees by another name, please indicate.

References will be taken up prior to any offer of appointment being made, and referees will only be approached after interview.

Please tick ☐ if you would prefer us not to contact your present/last employer without further reference to you.

Present/Last Employer

Other Referee

Name:

Position
:Address
:**Skills and Competencies**

Your application form plays an important part in selecting the right person for the job. It is only information contained in your application that will decide whether or not you are shortlisted. Using the job description and the guidance notes, please provide your evidence as to how you meet the competencies, under the headings stipulated. Examples may be taken from paid, unpaid, or voluntary work, domestic, social or educational experiences. It is not sufficient to describe duties performed or to make general statements such as "I have good communication skills", or "I am a good team worker".

Please continue on a separate sheet and attach as necessary

Supplementary Information

Have you ever been convicted, cautioned, summonsed, charged, reprimanded or warned for any offence, including as a juvenile? Declaration of any bind-overs imposed by any court should be made, along with details of any impending prosecutions. Additionally, details are required of any fixed penalty notices (e.g. for public order/traffic matters) and any incurring points on your driving licence. Failure to disclose may lead to rejection.

Yes: ☐No: ☐

Date	Court	Offence	Penalty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of the Rehabilitation of Offenders Act 1974 do not apply to questions concerning convictions, cautions, charges etc. You are therefore not entitled to withhold information about a previous conviction on the grounds that is for other purposes under the Act.

Have you ever been involved in a criminal investigation, whether or not this led to any prosecution or been associated with criminal activity? Failure to disclose may lead to rejection.

Yes: ☐No: ☐

Are you or have you ever been a member of the following:

British National Party Yes: ☐ No: ☐

Combat 18 Yes: ☐ No: ☐

The National Front Yes: ☐ No: ☐

.....
If 'Yes' please give dates below:
.....

The prevention of illegal migrant working in the UK is currently governed by section 8 of the Asylum and Immigration Act 1996. Under this law, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control and who has no permission to work in the UK, or who works for you in breach of their conditions of stay in the UK.

Do you require a permit to work in the United Kingdom?

Yes: ☐No: ☐

Disability

You are invited to provide the following information, but there is no legal requirement to do so. Information provided will be used only for the purposes of a) identifying applicants who qualify for a guaranteed interview under the Government ✓✓ Scheme (this will be any disabled applicant who evidences they meet the minimum advertised criteria for the job) and b) to determine whether an applicant requires us to make any reasonable adjustments if they are invited to interview.

Do you consider yourself to have a disability?

Yes: ☐

No: ☐

The definition of disability is, 'a physical or mental impairment which has a substantial and long term effect on ability to carry out normal day-to day activities'.

Please give brief of any reasonable adjustments you may require us to make if you are selected for interview.

Signature:

Date: