

ERSOU – ROCU and CTP Recruitment Process – A Summary for Applicants

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 counties 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 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. The successful candidate would be employed by Bedfordshire Police.

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 Team. Only Bedfordshire Police redeployees are eligible to apply for ERSOU posts as redeployees. If you are employed by another force, you will need to apply as a standard internal candidate.

Medical Information: The successful candidate will be required to undergo a health assessment by the Occupational Health and Safety Department. 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.

Police Officers

Police Officers considering retirement and being re-employed as Police Staff are required to contact Kier Pensions at penmail@kier.co.uk. There will be tax implications if you return after retirement within 5 weeks.

Short Listing

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. We are unable to provide timescales for the shortlisting process.

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.

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; various levels of 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 12 month board pass until vacant post becomes available.

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; Management Vetting (MV), SC (National Security Checks) and STRAP. You will be sent an e-form for Management Vetting, this must be completed online and returned via email to the necessary address. Management Vetting completion varies in individual cases so please allow a minimum of 4 weeks for these vetting checks to be finalised. National Security Checks can take between 6-12 weeks and you will be provided with the forms directly by the Vetting unit after your MV is complete.

If you require STRAP vetting (for all Counter Terrorism roles), you will need to complete a separate form. There is no time scale for STRAP vetting and it depends entirely on the information provided.

Medical

Candidates will be provided with a work health questionnaire that must be completed and sent directly to the Occupational Health Department along with the role profile.

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, the Occupational Health department 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.

Final Offer

Once all pre-employment checks have been concluded and approved, and a start date agreed, a final offer and contract will be issued. Once a final offer has been issued a redeployee can no longer be considered for the vacant role.

At this stage all pay and pension forms will be required to be completed (unless you are already employed by Bedfordshire) and returned to HR.

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 sent an email with details of your first day. Who to report to, where and when.

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.

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