

Recruitment Process – Summary for Applicants

Thank you for your interest in applying for a position with Hertfordshire Constabulary. 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 Hertfordshire 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

To submit an application for a vacancy visit <http://hertspolicecareers.co.uk/> and click apply on desired role. 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.

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.

Interview/Selection process

If invited to interview you will be notified via telephone and 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; 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 of Hertfordshire Constabulary 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 4 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 Department.

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. If you have been out of employment for a longer period than 2 weeks a personal reference will be required, a list of suitable referees will be forwarded. If you have been attending University/College within the 3 years prior to your employment you will be required to complete an authorisation form, for Hertfordshire Constabulary to contact your University/College for an education reference.

Internal 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 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 for external candidates and returned to HR, all internal candidates will be automatically re-posted. 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. You should discuss the pay point with the recruiting manager and view the 'Police staff – Higher SCP Guidance' on the intranet [Guidance on starting salary](#).

Start date

On the first day of the role you will be required to attend an Access Control appointment to receive your warrant card. 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.

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