

APPLICATION FORM

Please complete this form and return it to: Amie.Birkhamshaw@herts.pnn.police.uk

The information provided in this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful the Office of the Police & Crime Commissioner may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the Data Protection Acts 1984 and 1998. Please note that the Service may approach third parties to verify the information that you have given. By signing this application form you will be providing the Service with your consent to all these uses.

POSITION APPLIED FOR: Criminal Justice Policy and Research Manager	REFERENCE:
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1. ABOUT YOURSELF

First Name(s)	<input type="text"/>	NI Number	<input type="text"/>
Last Name	<input type="text"/>		
Address	<input type="text"/>	Tel. No. Day	<input type="text"/>
		Tel. No. Home	<input type="text"/>
Email	<input type="text"/>		

2. ELIGIBILITY TO WORK IN THE UK

Are you eligible for employment in the United Kingdom?

In accordance with the Asylum and Immigration Act 1996 you will need to demonstrate your eligibility for employment in the UK. If your application is successful, you will need to confirm your eligibility for employment by providing one piece of documentation, in its original format, which will be copied and retained on your personal record file, with the original being returned to you.

3. PRESENT POST

Post title

Period of Notice

Employer's name and
address

Brief description of duties in present role, including reasons for leaving and final salary

4. EMPLOYMENT HISTORY (please add additional rows if required)

Please provide a brief description of duties in previous roles with the most recent first, including reasons for leaving and final salary. Please include any unpaid/voluntary work.

Employer's name & address	Post title & brief description of duties	Period of employment i.e. start/end date	Reason for leaving & final salary

5. QUALIFICATIONS AND TRAINING

Name of establishment	Dates attended (from/to)	Subjects	Qualifications gained/or if awaiting results please state

Please state if you have membership of any professional bodies, giving details here;

6. SPECIAL DETAILS

Driving Licence Details: Do you have a full current driving licence?

If yes, please detail any endorsements/penalty points -

To ensure fairness and openness, please indicate whether you have any close connections with the Police and Crime Commissioner for Hertfordshire, or any employees of the Office of the Police & Crime Commissioner.

If yes, please give details.

7. CRIMINAL CONVICTIONS

Please give details of all cautions, and convictions spent or unspent

Offence	Where convicted or charged	Date	Penalty

Have you ever been involved in a criminal investigation (whether or not this led to any prosecution) or been associated with criminals?

If yes, please give details.

Disclosure of Criminal convictions

I agree to any enquiry being made to the Criminal Records Bureau for information on any record of convictions relating to me.

*Signature

Date

8. REFEREES

Please complete this section naming two persons who must not be related to you but one should be your present employer (if employed). Requests for references to your employer will not be made until the final stages of the application.

Name	Address	Professions	Capacity Known

9. MONITOR

Have you entered details on the Equal Opportunities Monitoring form?	Yes		no	
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State how you became aware of this vacancy (e.g. name of website)	
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10. ADDITIONAL INFORMATION

In no more than **2,000 words in total**, please describe how your skills, knowledge and experience relate to the minimum entry / technical requirements (1,500 words) and the seven personal qualities/behavioural competencies (500 words) included in the role profile.

11. DECLARATION

Canvassing of any employees of the Office of the Police & Crime Commissioner, directly or indirectly, in connection with an appointment will disqualify the candidate.

I declare that to the best of my knowledge the information given in this application is true and correct and I understand that providing information which is false or misleading shall disqualify me from appointment or if discovered after appointment I may be liable to dismissal without notice.

Signed Date