**APPLICATION FORM**



Please complete this Job Application form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly.

|  |  |
| --- | --- |
| APPLICATION FOR POST OF: | Surname |
| Initials |

PRESENT POSITION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please give details of your CURRENT post** | |  |  | |  |  | |
| **Employer**  **Name & Address** | Post Title and Main Duties/Responsibilities | | **Full/Part**  **Time** | **Salary/ Wage** | | | Date **Appointed** |
|  |  | |  |  | | |  |
| Period of Notice Required: | | | | |

#### PREVIOUS EXPERIENCE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete in chronological order (i.e. your most recent job first)** | | | |  | |  |  | |  |
| **Employer/**  **Establishment** | | **Post Title & Main Duties/Responsibilities** | **Salary/Wage Scale/Grade** | | **Full/**  **Part Time** | | | | **From/To**  **(mth/yr)** |
|  | |  |  | |  | | | |  |
| **Other useful experience e.g. unwaged, voluntary work, family care, study, leisure and spare time interests** | | | | | | | **Dates** | |
|  | | | | | | |  | |

#### QUALIFICATIONS AND EDUCATION

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| --- | --- | --- | --- | --- |
| **Please give details of all nationally recognised qualifications** | | | | |
| **Qualification** | **Subjects** | **Grade/ Level** | **School/College/University** | **Full/Part Time** |
|  |  |  |  |  |

#### OTHER TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of training you have experienced which is relevant to this post** | | | |
| **Training/Course Title** | **Organising Body** | **Duration** | **Mth/Yr**  **Completed** |
|  |  |  |  |

**ADDITIONAL INFORMATION**

|  |
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| **Please give your reasons for making this application and relate your knowledge, experience and skills to the essential and desirable criteria as set out in the Person Specification. Evidence/information contained in this section will be closely considered during the shortlisting process.**  **Please note this section of the application form is limited to a maximum of 1500 words. Please reference the word count. Any extra narrative over 1500 words will not be considered. Please use font size 12. If required, please continue on a separate sheet and attach it to this form.** |
|  |

#### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Surname | |  |
| Initials | | |
| Address | Tel. No. Home  Work  Mobile  E-Mail Address | |
| Post Code | NI Number | |

#### GUARANTEED INTERVIEW FOR DISABLED PEOPLE

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| --- |
| The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and /or the working environment provided it is reasonable in all the circumstances to do so. Applicants with disabilities will be guaranteed an interview if they meet the essential criteria for the post applied for (under the two tick symbol). The equality Act 2010 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities".  Do you consider yourself to have a disability?  Please let us know about any reasonable adjustments you require to attend for an interview and/or to help you perform the role. |

#### DRIVING LICENCE

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| --- |
| Do you hold a currently valid driving licence? Yes/No |

#### DECLARATION OF CRIMINAL RECORDS

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| --- |
| Please declare any offences, sentences or cautions, reprimands, final warnings (and dates), which are not spent under the Rehabilitation of Offenders Act. You are advised to disclose any charges, which are or may be pending. |

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| Please give details of relationship to any employee of the Office of the Police and Crime Commissioner. |

#### REFEREES

|  |  |
| --- | --- |
| **Please give details of two referees, one of whom should be your present/most recent employer.**  **Please note: No appointment will be made without first taking up at least one reference.** | |
|  |  |
| Current Employer  Previous Employer   Personal Character Reference   Name & Title  Position  Address  Post Code  Tel. No.  Fax No.  E-Mail  May this referee be contacted without further authority from you? Yes/No | Current Employer  Previous Employer   Personal Character Reference   Name & Title  Position  Address  Post Code  Tel. No.  Fax No.  E-Mail  May this referee be contacted without further authority from you? Yes/No |
| To the best of my knowledge the information given on this form is correct.  I understand that canvassing or giving false information will disqualify my application.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- |
| **EQUAL OPPORTUNITY POLICY: Warwickshire Police and Police and Crime Commissioner is committed to equality and diversity and welcome applications from all suitably qualified candidates.**  **Please complete and return the Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of the Equal Opportunity Policy.** |