

Job Application

# Section 1: The Role

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| --- | --- |
| **Role Applied for** | **Business Support Assistant** |
| **Your Initials and Surname** |  |

Please complete this Job Application form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly. It will be used to make a decision about your suitability for employment within our office. All information you give us will be dealt with in accordance with our Privacy Policy and Data Retention Polices.

We welcome applications from all candidates who feel they have the skills and experience to work with us. We welcome diversity and are open to conversations about flexible working, which we will accommodate if we can. We support the Guaranteed Interview Scheme, and will shortlist for interview all candidates with a disability who meet the essential criteria of the post, and we will make reasonable adjustments to enable you to attend.

We encourage all candidates to complete and return the Equal Opportunities Monitoring Form – it will not form part of the shortlisting assessment.

All candidates will be required to undergo a vetting process, which will be carried out on our behalf by Warwickshire Police. Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions, even if they are very old or spent will however result in your application being terminated.

We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made. The Police Service cannot disclose the results of these enquiries to you.

We will also undertake a medical assessment and take up your references before finalising a job offer.

# Section 2: Your Employment History

## Current Role:

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer** |  |
| **Start Date** |  |
| **Main duties and responsibilities** |  |
| **Salary** |  |
| **Notice Period** |  |

## Previous Roles:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name, address, nature of business or community activity** | **Position held and brief outline of role/duties** | **Salary** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Other relevant voluntary or unpaid work or interests:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name, address, nature of business or community activity** | **Position held and brief outline of role/duties** |
|  |  |  |  |

# Section 3: Education and Training

Successful candidates will be required to provide proof of their qualifications including professional qualifications and memberships of any professional bodies prior to confirmation of appointment. Please list all your vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations / qualifications due to be taken. Start with the most recent.

## Qualifications Gained:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name of Institution** | **Qualifications gained** | **Subject and grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Relevant Training Completed:

|  |  |  |
| --- | --- | --- |
| **Date from:** | **Date to:** | **Details of Course** |
|  |  |  |
|  |  |  |
|  |  |  |

# Section 4: Your knowledge, skills and experience:

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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. |
|  |

The information supplied in the remainder of the form will not be used for the purposes of shortlisting.

# Section 5: Information about you

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Preferred Telephone Number** |  |
| **Email Address** |  |
| **Place of Birth (Town and Country)** |  |
| **NI Number** |  |
| **Nationality**  **(**To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA (Iceland, Norway and Liechtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions. In this case you must provide proof that you have no restrictions on your stay in the UK) |  |
| **Do you currently have any job or business interest which you intend to continue should you become an OPCC employee?**  If YES please state the nature of this job or business and the extent of your involvement (e.g. actively involved, non-executive director). Include hours spent on it.  If you fail to disclose such a relationship you shall be disqualified for the appointment and if appointed shall be subject to termination of contract. | Yes / No |
| **To your knowledge, are you related to the Warwickshire Police and Crime Commissioner or to any member of OPCC staff?**  If yes please state their name and relationship to you. | Yes / No |
| **Please indicate whether you have a disability and would like to apply under the Guaranteed Interview Scheme:**  Are there any arrangements we could make to assist you if you are invited to attend for interview? | Yes / No |
| Do you have unrestricted ability to travel around the county? (eg a driving licence and vehicle) |  |

# Section 6: References

We will take up your references before confirming your appointment. Unless otherwise discussed with you this will be following a conditional offer of employment. By signing this declaration you consent to us contacting your referees.

|  |  |  |
| --- | --- | --- |
|  | Name, Organisation, Address and Contact Details | Relationship to you |
| Reference 1 |  |  |
| Reference 2 |  |  |

# Section 7: Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the information given on this application form is to my knowledge true. I understand that if it is subsequently discovered that any statement is false or misleading, any offer of appointment may be withdrawn or I may be dismissed from the employment of the Office of Police and Crime Commissioner for Warwickshire  I declare that all the statements I have made in this application are true to the best of my knowledge and belief. | |  | | --- | | e-Signature: | |  | | Date: | |