



Guidance notes for completing your application form to North Yorkshire Police

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

Below we have included some useful notes which you should read carefully before you complete your application. You might also find it helpful to retain a copy of your completed application to refer to later.

Note 1 Personal details

Applicants for the police service must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

Your application will not be processed without a National Insurance number.

We require a full UK driving licence on application. If you hold a driving licence, full

or provisional, please include your driving licence number and category.

To apply to the police service you must be at least 18 years old. There is no upper age limit although the compulsory retirement age for constables is 60 years and there is a two year probationary period.

Note 2 Vacancies

You can find up-to-date information on our current vacancies on our [vacancies page](#).

You may apply to more than one force at a time.

We require you to undertake the Police SEARCH® Recruitment Assessment Centre, and if you have passed an assessment centre with another force in the last 12 months the good news is you can apply to North Yorkshire Police and transfer your score.

If you have previously undertaken the assessment centre in the last six months, you will not be permitted to attend a further assessment centre until 6 months have elapsed, but are still welcome to apply whilst North Yorkshire Police are recruiting and we will arrange an assessment centre at a later date.

If you are unsuccessful with another police force (even within a 6 month period), you can still apply to North Yorkshire Police.

Note 3 Health, fitness, eyesight and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Successful applicants who receive a conditional offer of employment or who are placed in a pool of successful candidates to whom we intend to make a conditional offer when a position arises will then be asked prior to appointment to fill in a medical questionnaire and undertake a medical examination which will also include an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test. Details of the test can be found via the link below:

<http://www.college.police.uk/What-we-do/Standards/Fitness/Pages/MSFT-practice-recruits.aspx>

Information about the medical and eyesight standards, the fitness test and fitness training can be found at:

<http://www.college.police.uk/What-we-do/Standards/Fitness/Pages/MSFT-practice-recruits.aspx>

Note 3 Health, fitness, eyesight and disability (continued...)

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to complete the application form or undertake the assessment process.

If you have a learning difficulty and require reasonable adjustments in completing your form, please let us know by emailing HRTalent&Resourcing@northyorkshire.pnn.police.uk.

Disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Eyesight requirements are outlined in the link below:

<https://www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment>

Note 4 Nationality

To be eligible for appointment you must be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and other foreign nationals are also eligible but only if they are resident in the UK free of restrictions.

If you are a Commonwealth citizen or other foreign national, you must provide proof that you have no restrictions on your stay in the UK. You should therefore send a copy of your passport showing

that your stay is free of restrictions.

Do not send your actual passport with your application.

Other documentary evidence of your status may be required.

Note: All candidates will be required to produce their passports when attending an assessment centre.

Note 5 Tattoos

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

Members of the public are largely accepting of police officers and staff with visible tattoos. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views inconsistent with the College of Policing's Code.

Careful consideration will be given to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding whether to have such a tattoo.

Note 6 Membership of British National Party or similar

The police service has a policy of prohibiting any of their officers, or staff or volunteers from becoming members of the British National Party (BNP), Britain First, Combat 18 or the National Front, whose aims, objectives or pronouncements may contradict the duty to promote race equality

If you are a member of the BNP or similar, your application will be rejected.

Note 7 Business Interests

Unless the chief officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or partner or any other relative living with you keeps a shop or similar in North Yorkshire.

- You, your spouse or partner or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in North Yorkshire.

However, the chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 8 Financial position

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

- Applicants who have existing County Court judgments outstanding against them or who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court judgments may be considered.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court may not be considered.

Note 9 Employment

You are asked to provide details of employment covering at least the last ten years. Include full-time and part-time work and answer the questions in each of the columns.

We will not make enquiries with your current employer unless you are recommended for appointment or unless you have agreed to let us approach them now.

You must account for any gaps in employment and provide details of someone who can verify this.

References

Give the names, addresses and telephone numbers of two referees and include the position they hold, if known.

They should not:

- be your current or previous employer,
- be a police officer; or
- be related to you.

You should have known them for at least three years.

HM Forces

Applications from members of the services who have 12 months or more before discharge may still be accepted, at the discretion of the chief officer. Please enclose confirmation of your projected date of discharge (e.g. a letter from your commanding officer).

Due to the nature of employment with HM Forces, it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to your current employer's reference, if different.

It is at the discretion of the chief officer as to whether successful applicants are allowed to remain on the Reserve List.

Note 10 Education and Skills

There are three ways to join us, depending on your educational experience.

- **Apprenticeship:** A three-year Police Constable Degree Apprenticeship (PCDA) leading to a nationally recognised BSc (Hons) in Professional Policing Practice.
- **Degree-holder entry programme (DHEP):** A two-year accelerated route for those entering with a degree in any subject.
- **Pre-join degree:** For those with a policing degree before they join then complete a considerably reduced initial training route in recognition of their policing degree.

Note 11 Competency assessment

What you need to do:

We are looking for evidence of the qualities you already have or may develop to enable you to carry out the role of a police constable. Your answers here will be used to decide whether your application progresses to the next stage. It is important therefore that you think carefully about your answers. The content of your response is assessed throughout your application. We assess the standard of your written communication. If you have questions in relation to this please contact us via email on

HRTalent&Resourcing@northyorkshire.pnn.police.uk. If you are unsuccessful, you will not be able to reapply for at least six months.

Questions 1 to 4 ask you to provide four specific examples from your recent past experience about situations you have encountered.

You must give specific examples of what you did or said on a given occasion. It is important that we can see, in as much detail as possible, exactly how you behaved.

If necessary, quote exactly what was said. Generalisations about what you usually do, what you did on a number of previous occasions, or what your group/team have done will not score well. We need to know what part you played on that occasion.

Note 11 Competency assessment (continued...)

- You should read the questions fully and choose your examples very carefully. Each question has a number of prompts. Make sure that you consider all of the prompts.
- Try to use examples that you found difficult or challenging to deal with.

In addition to the four competency questions, your answers to questions 5 to 10 are also assessed. These ask about your motivations to become a police officer in North Yorkshire Police, your expectations of the role and what preparation you have undertaken to apply.

- Answer all of the questions. If you leave a question blank or tell us that you cannot think of an answer, it is very unlikely that you will pass. You may be assessed throughout your part of the application form on your written skills.
- Avoid using jargon or slang terms. Remember that this is a formal application for an important and responsible role.
- You must not add extra sheets, write outside the space provided or write between the lines. No marks will be given for evidence outside the space provided. Write only a single line of text on each line.
- The application must be all your own work.

Why was it necessary to adapt to the new situation?

I work for a pharmaceutical company and when the management changed we moved from a smaller office in a traditional building to all being in one big, modern open-plan office. I had to adapt because the working environment was completely different. I knew I'd have to find a different way of working.

What did you do to adapt to the new situation?

I knew that open plan offices could be noisy so I brought in my MP3 player so that I could listen to it through headphones if I needed to zone out and concentrate on my work. I also put effort in to making sure that I was considerate of the needs of others in the office.

What did you consider when adapting to the new situation?

I considered that I wasn't the only one in your situation and that other people would have to adapt to the new office too. I also thought about all the different tasks I had to do and thought about how I would need to approach them differently in the new office. I tried to think outside the box and not be constrained by old ways of doing things.

What was particularly good or effective about how you adapted to the new situation?

I think it was effective that I made myself adapt quickly to the new way of working and that I was prepared to work hard at making the new office pleasant for everyone. I knew that I might not find it

Be honest and expect to be questioned on any answers that you give. Applications that contain any material which is not original and accurate may be discontinued.

We have developed an example of the style of answer we would like for the competency assessment questions 1 to 4. This should give you an idea of the kind of detail that we need from you.

Example response (Openness to Change competency area):

Question: Please describe a specific occasion when you have had to adapt to a new situation.

easy at first but that if I put the effort in, I'd adapt to the new office in no time.

What difficulties did you experience and how did you overcome them?

Some people were upset about moving to the new office and didn't like that things were changing. I overcame your problem by telling them about the benefits of the new office and how we all need to be open to change. It was also sometimes difficult to work in high levels of noise, so if I needed to concentrate I booked myself a private quiet room for the day.

A final word

What can hold up the process?

Your application and assessment can be completed within three or four months. However, these are some of the more common reasons that can cause delays:

- A medical query raised by the force medical officer. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached. You may find it helpful to discuss any medical issues at an early stage.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and delays in obtaining references from referees.
- Failure to complete all parts of the application form or to include copies of all the documents requested or to sign the declaration.
- Failure to train properly for and pass the fitness test first time.

Your co-operation can help to avoid delays.

Good luck!