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| **Application Form – Part 1** | |
| Completed forms should be marked **Private and Confidential** and returned to:  The Police and Crime Commissioner, Police Headquarters, St John’s, Enderby, Leicester, LE19 2BX  or  email to [police.commissioner@leics.pcc.pnn.gov.uk](mailto:police.commissioner@leics.pcc.pnn.gov.uk)  Telephone: 0116 2298980 | |
| Applicant’s full name: |  |
| Application for the role of: |  |
| Closing Date: |  |
| **For office use only** | |
| Applicant number: |  |
| Vacancy Number: | PC057 |
| Date received:  *(Date stamp)* |  |
| Comments: | |

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| **Guide to completing the application form**  Welcome to the application form for members of the Ethics, Integrity and Complaints Committee and thank you for your interest in this position. Please take the time to complete the application form carefully and accurately. If you think any parts of the form do not apply to you then please enter N/A (not applicable) in the relevant boxes. Your completed form is very important to us because:-   * It gives you the opportunity to tell us why you are the best person for the advertised role. * It allows us to ensure that you meet our high standards of behaviour, conduct and performance.   Please note that any significant errors or omissions made on this form may result in your application being rejected or if successful, your appointment being terminated.  It will not be possible to interview all applicants, therefore, if you have not been contacted within four weeks of the closing date you will regretfully have been unsuccessful on this occasion.  Making a case to be short-listed  Section 6 of the form is where you "make your case" to be short-listed for the role. You should give as much relevant information as you can. We need evidence you are able to meet the essential and desirable criteria listed in the person specification. If you have no directly related work experience you may consider using any voluntary or community work you may have been involved in. It is advisable for you to address each of the essential and desirable criteria in turn and evidence how you feel you skills and experience meet the requirements.  Some Important do's and don'ts  DO   * Write or type in black ink. * Make sure the information you provide is clear, precise and easily understood. * Use plain English with correct spelling and punctuation. If you need any help with this please contact us, we are always happy to offer assistance. * Include personal information relevant to the advertised vacancy. * Use extra sheets if you need to as a means of providing additional information. * Look at the role information and ensure you give relevant examples of your skills and experience.   DON’T   * Assume we have any knowledge of your skills or abilities from your employment history. * Make anything up to dishonestly enhance your skills or employment history. * Miss out important information.   If your application is successful   * We will carry out security checks on you and your close family or associates. * At the same time we will request references from your current and previous employers for vetting purposes.   Disabled applicants  If you are disabled and require any assistance in completing your application form, please do not hesitate to contact us. It may be possible for us to arrange for you to complete the form in another format.  We will endeavour to make reasonable adjustments throughout the recruitment process and if appointed in role. |

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| **1. Your Details** | | | | | | |
| Surname: | |  | | Forenames: | |  |
| *(previously)* | |  | | *(previously)* | |  |
|  | |  | | Town of birth: | |  |
| Nationality: | |  | | Present occupation: | |  |
| National Insurance No: | |  | | Title: *(Mr/Mrs/Miss/Ms)* | |  |
| Home address: *(Inc. Post Code)* | | | | | | |
|  | | | | | | |
| Telephone No: |  | | Mobile No: | |  | |
| Work No: |  | | Email: | |  | |

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| Are you happy for us to contact you by email to update you on your application Yes  No |

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| Disabled applicants  The Equality Act 2010 defines a disabled person as someone who has:-  **"A physical or mental impairment which has a substantial and long-term adverse impact on a person's ability to carry out normal day to day activities".** | | | | |
| Do you have a Disability: | Yes |  | No |  |
| Please give details of any specific requirements or reasonable adjustments you may have in order to assist you in demonstrating your full potential during our selection process: | | | | |
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| We can only offer the role to candidates who have been residents in the UK for the last three years. You should inform us if, whilst resident in the UK, you spent more than six months overseas. | | | | |
| Have you resided in the UK for the past three consecutive years? | Yes |  | No |  |
| If a commonwealth citizen or a foreign national, is your stay in the UK free of restrictions? | Yes |  | No |  |
| Are you free of restrictions, if no please give details. | | | | |
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| **2. Relevant Qualifications** | | | | |
| Examinations passed: | | | | |
| **Establishment attended** | **Type e.g. Degree, GNVQ, ‘A’ Level, GCSE** | **Subject** | **Grade** | **Dates attended** |
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| Job related training courses attended: *(with dates)* | | |
| **Course title** | **Organising body** | **Date from - to** |
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| **3. Membership of Professional Institutions** | |
| Please indicate membership of Professional Bodies: | |
| Name and address of organisation: | Type of membership: |
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| **4. Your Employment History** | | | | |
| Please give full details of **present and all** previous employment, including a full postal address. | | | | |
| **Employer** | **Post held** | **From** | **To** | **Reason for leaving** |
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| **Previous Employment** | | |
| Do you have any disciplinary warnings / action that is recorded against you that is currently outstanding or has not yet expired. (Present or previous employment). | Yes | No |
| If yes, please give details: | | |

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| **References** | | | | |
| References will be sought for successful candidates from current and previous employers over the last 5 years for vetting purposes . Please provide the reference information below. | | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Company Name and Full postal address: | | | | |
|  | | | | |
| Telephone & Email Address: | |  | Present employer |  |
| Name: | |  | | |
| Job title: | |  | | |
| Company Name and Full postal address: | | | | |
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| Telephone & Email Address: | |  | Present Employer |  |
| Name: | |  | | |
| Job title: | |  | | |
| Company Name and Full postal address: | | | | |
|  | | | | |
| Telephone & Email Address: | |  | Present employer |  |
| Name: | |  | | |
| Job title: | |  | | |
| Company Name and Full postal address: | | | | |
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| Telephone & Email Address: | |  | Present employer |  |
| Permission is given to obtain a reference prior to interview: | | |  | |
| Permission is given to obtain a reference only if successful at interview: | | |  | |
| Permission is given to obtain a reference only if all other checks are successful: | | |  | |
| Period of notice required by employer: | | |  | |

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| **6. Skills and Experience** |
| It is often not possible to interview all applicants for a role. It is important that this section is completed as fully as possible in order to give you the best chance of being short-listed for an interview. Please summarise fully all skills and experience relevant to the role, whether gained through personal experiences, work, training or voluntary service. |

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| The role description / person specification, which has been provided with this application form, sets out the criteria (essential & desirable) and additional/useful elements required to perform the role you wish to apply for. In the following sections please describe your experience which is relevant to the requirements detailed on the role description / person specification. *(Use Section 7, continuation page if necessary)* |
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| **7. Continuation of answers page** |
| Use this section to continue any answers. Please indicate which criteria you are referring to: |

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| **Declaration** | | | |
| I confirm that the information provided throughout this document is accurate to the best of my knowledge. I understand that if this is found not to be the case the application will not be progressed and any offer of appointment will be withdrawn. | | | |
| **Signature** |  | **Date** | **…………………………………………………….** |

Privacy Notice:

Personal data in accordance with the Data Protection Act 1998 and other associated legislation. Information provided will be retained securely within the HR system and will only be used for the purpose of processing your application. This information will not be further disclosed unless there is a specific legal basis to do so.

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| **Monitoring Form: Role Applications**  We are committed to providing equality of opportunity in terms of recruitment. The policy statement applies to all applicants regardless of race, gender, marital status, colour, nationality, religion or belief, ethnic or national origin, sexual orientation, age or disability. The provision of this information is entirely voluntary and completion or otherwise will in no way prejudice your application. The information will be treated as strictly confidential and will only be used for monitoring purposes. | | | | | | | |
| Application for the position of: |  | | | | | | |
| Department: |  | | | | | | |
| Date of birth: |  | | | Age: | |  | |
| Gender: | Male | |  | Female | |  | |
| Transgender: | Yes |  | No |  | Prefer not to say | |  |

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| **Which of the following best describes your ethnic/cultural/racial origin?** | | | | | |
| **White** | British |  | **Black or Black British** | Caribbean |  |
|  | Irish |  |  | African |  |
|  | Any other white background |  |  | Any other Black background |  |
| **Asian or Asian British** | Indian |  | **Mixed** | White and Black Caribbean |  |
|  | Pakistani |  |  | White and Black African |  |
|  | Bangladeshi |  |  | White and Asian |  |
|  | Any other Asian background |  |  | Any other mixed background |  |
| **Chinese or other ethnic group** | Chinese |  |  | | |
|  | Any other ethnic group |  |  | | |
| Prefer not to say | |  |  | | |

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| **Which of the following best describes your religious affiliation?** | | | |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| Non-Religious |  | Other |  |
| Prefer not to say |  |  | |

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| **How do you identify your sexual orientation?** | | | |
| Heterosexual or Straight |  | Prefer not to say |  |
| Gay or Lesbian |  | Other |  |
| Bisexual |  |  | |

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| **Do you consider yourself to have a disability?** | Yes |  | No |  |
| If you are successful in your application, you will be invited to discuss any specific requirements you may have in order to fulfil your potential in your new post. | | | | |

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| **Marketing Information**  To enable us to monitor our marketing activity, please indicate what prompted youto apply.  Tick any that apply. | | |
| Police and Crime Commissioner website |  |  |
| Friend / family / word of mouth |  |  |
| Local or national press (please state publication) |  |  |
| Social Media (Twitter, Facebook etc) |  |  |
| Other website or media (please specify) |  |  |
| Please give details of any other media, interviews or articles which prompted your application. | | |

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| **Thank you for your co-operation** |



**Application Form – Part 2**

Completed forms should be marked **Private and Confidential** and returned to:

The Police and Crime Commissioner, Police Headquarters, St John’s, Enderby, Leicester, LE19 2BX

or

email to [police.commissioner@leics.pcc.pnn.gov.uk](mailto:police.commissioner@leics.pcc.pnn.gov.uk)

Telephone: 0116 2298980

**Introduction**

The key to a successful Ethics, Integrity and Complaint Committee revolves around the appointment of members who can demonstrate a number of key competencies, preferred behaviours and attitudes. We are keen to identify and appoint those who can demonstrate an ability to be a team member, who display energy and commitment, an enquiring mind, resourcefulness and an insight into ethics and integrity and how this is applied within the public sector.

Therefore please complete your personal details and answer the six questions set out below. The closing date for applications is noon on **DATE**

**Name:**

**Address:**

Following questions are aimed at identifying the key attributes that we are seeking. Answers are restricted to 200 words for each question and can be drawn from any aspect of your life.

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| 1. What is your proudest achievement? |
| 1. Outline an experience where you can demonstrate that you used data and knowledge to improve an outcome and helped others to do likewise. |
| 1. Describe a situation in which you challenged, constructively, a person or team, how you managed that challenge and how the outcome differed as a result of your challenge. |
| 1. Please describe an experience where you were a member of a team that achieved something outstanding, and what your role was in that team. |
| 1. Describe an experience in which you used diplomacy and negotiation skills to improve an outcome. |
| 1. Tell us about your enquiring mind – describe an incident/story/experience where your inquisitiveness led you on a certain path/resolved an issue. |

*Answers are restricted to 200 words for each question. Answers may be submitted on a separate page.*

If you have any questions about the role please contact us on 0116 229 8980.

Please return this form with your application form to [police.commissioner@leics.pcc.pnn.gov.uk](mailto:police.commissioner@leics.pcc.pnn.gov.uk) or post to:

Police and Crime Commissioner for Leicestershire

Force Headquarters

St Johns

Enderby

Leicester

LE19 2BX

***All applications should arrive by 5.00 p.m. on Friday 20 September 2019***

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