Police constable application form

Version number 2.0

# Who can apply?

Before you proceed with your application, please check that you meet the following criteria to ensure you are eligible to apply to become a police constable. You should:

* be 17 years of age or older (you must be 18 by the time you are appointed)
* be a British citizen, a citizen of a country that is a member of the European Economic Area (EEA) or Switzerland, or a Commonwealth citizen or foreign national who is resident in the UK and free from restrictions
* have been resident in the UK for the past three years (if this is not the case, please contact the force vetting manager in the force to which you’re applying to ascertain whether it is possible for the residency criteria to be waived)
* not have tattoos on your hands, neck, forearms or face that could be offensive
* not be registered bankrupt (or have bankruptcy debts that have been discharged within the past three years). If you have any other outstanding and unmanageable debts, please contact the force you wish to apply to for guidance
* be able to pass a job-related [fitness test](https://www.college.police.uk/What-we-do/Standards/Fitness/Pages/MSFT-pratice-recruits.aspx) (for example, a bleep test or treadmill test lasting approximately five minutes)
* be able to pass a medical screening, BMI must be 30 or below, and meet the [minimum eyesight standards](https://www.gov.uk/government/publications/circular-0072019-eyesight-standards-police-recruitment/determinations-of-the-secretary-of-state-under-the-police-regulations-2003)
* not be a current or previous member of a [proscribed terrorist organisation](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901434/20200717_Proscription.pdf) or group
* You must hold a current, full manual Driving licence at the point of application

If you are uncertain as to your eligibility or have any questions, please contact the force you wish to apply to.

# What do I need to fill out the form?

* Your national insurance number (which can be found on a payslip, P60 or letters about tax, pensions and benefits)

# What to expect from the process

**How long does the process take?** Without delays, your application and assessment only can be completed within three or four months. Therefore timescles to join the Constabulary can vary, due to the frequency of start date’s of the PCDA or DHEP course.

**Can I apply to more than one police force at a time?** You can apply directly to more than one police force at a time for the position of police constable. You can only sit one assessment centre within a three-month period, but this should not prevent you from entering applications with more than one force should you wish.

# Commitment to diversity

We are committed to ensuring that police forces across England and Wales reflect the diversity that we know is present in our communities. Our ability to best serve the public relies on the different and unique experiences, skills and approaches that a diverse workforce brings. We are therefore committed to supporting applicants from underrepresented groups in their journey to becoming a police officer. If you are a member of one of these groups, you may be contacted by your local Positive Action team. This is an opportunity to ask any questions and address any concerns you may have in addition to accessing support. Should you have any further queries our Positive Action lead can assist on positive.action@durham.police.uk

# Equal opportunity

The police service is proud to be an equal opportunities employer. We are keen to support people with disabilities (as per the definition set out in the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/section/6)) and wider conditions, including [neurodiversity](https://archive.acas.org.uk/index.aspx?articleid=6676#What%20is%20Neurodiversity?). Please let us know whether there are any [reasonable adjustments](https://recruit.college.police.uk/Officer/Documents/RA_Policy_online_process_only.pdf) that you feel need to be considered to assist you with the application or recruitment process.

We are committed to every member of our policing community working in a fair and inclusive environment. We are determined to ensure that:

* the working environment is free from any form of discrimination, victimisation or harassment
* no job applicant or employee is treated more or less favourably on the grounds of age, disability, ethnicity, gender reassignment, marriage, sex, sexual orientation, pregnancy or religion or belief

You can help us achieve this by sharing information about you in Section 3 of this form.

# Section 1 Application form for a police constable

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| **1. Personal details (see note 1)** |
| Please list all names by which you have been known, including your name at birth |
| First name(s): |       | Preferred name: |       |
| Last name(s): |       | Name at Birth: |       |
| Have you ever been known by any other first or last names? | Yes | [ ]  | No | [ ]  |
| If yes, please write them in full here: |       |
| Date of birth:  |       | Town of birth: |       |
| Country of birth: |       |
| Current address: |       |  |
| Postcode: |       |
| Email address: |       |
| **Telephone numbers:**  |
| Mobile: |       | Work: |       | Other: |       |
| National Insurance Number (required for processing application): |       |
| Do you have a current category B driving licence to drive a motor vehicle? |
| You must have a full **manual** driving licence at point of application, if you do not your application will not be progressed | Yes | [ ]  | No | [ ]  |
| Driving licence number: |       |
| Is your BMI 30 or under? | Yes | [ ]  | No | [ ]  |

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| **2.** **Nationality (see note 2)** |
| To be eligible, you must be a British citizen or a citizen of a country that is a member of the [European Economic Area](https://www.gov.uk/eu-eea), or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply. Nationals of the EEA or Switzerland will also need to provide evidence that their stay is free from restrictions. |
| Which of the following citizenships do you have (tick all that apply)? |
| [ ]  | British | [ ]  | European Economic Area or Switzerland |
| [ ]  | Commonwealth | [ ]  | Other |
| If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions? | Yes | [ ]  | No | [ ]  |

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| **3. Force you wish to apply to** |
| You can apply to more than one force at a time, but you can only try the assessment centre once during a three-month period. This means that if you apply to more than one police service at a time, you will have one assessment centre and one score. However, this should not prevent you from entering applications with more than one force should you wish. |
| Which force would you like to join?  |       |

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| **4. Disability** |
| The Equality Act 2010 prohibits discrimination, victimisation or Harassment in employment, including recruitment. The police service welcomes those with any disability to apply. |
| Do you consider yourself to have a disability (see note 3 for definition) or have a learning difficulty, such as dyslexia, that you wish us to know about at this stage? | Yes | [ ]  | No | [ ]  |
| In support of your application, please let us know whether there are any reasonable adjustments that you feel need to be considered to assist you with the application or recruitment process. |
|       |

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| **5. Qualifications**  |
| Please list your academic, professional or vocational qualifications below. Also include details of examinations or qualifications that are due to be taken. A copy of your level 3 or above qualification certificate must be included with the application. |
| **Please start with the most recent.** |
| Qualification type and subject (eg, A-level Geography, NVQ level 3 in business management, secondary school degree or certificate) | Date awarded (or due to be taken) | Grade (eg, A\*, Merit, 2:1) |
|       |       |       |
|       |       |       |
|       |       |       |
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| **6. Criminal convictions** |
| **Honesty is of the highest importance in policing.** If you have a criminal record, this doesn’t mean you won’t be considered. This depends on the nature of your conviction. Please declare any current or previous cautions or convictions, including cautions as a juvenile, on your application form. If you don’t, you will fail vetting due to integrity concerns.Some applicants do not declare information that they believe is no longer held on record. Others do not declare information because they believe it is no longer relevant. However, our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected.**If you have any doubts about the relevance of a conviction or caution, include the details and let us decide.** |
| 1. | Do you have any charge or summons currentlyoutstanding against you?*If yes, please provide a description in the table under number 4 below.* | Yes | [ ]  | No | [ ]  |
| 2. | Have you ever been sentenced to a custodial sentence | Yes | [ ]  | No | [ ]  |
| 3. | Have you ever been registered as a sex offender? | Yes | [ ]  | No | [ ]  |
| 4. | If you answered yes to any of the above, **or have any other convictions or cautions to declare** (eg, traffic convictions such as speeding, drink-drive offences, anti-social behaviour orders and any appearances before a court martial) please provide further explanation below: |
| Date (most recent first) | Offence/alleged offence | Result (if known) | Court/police station |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Any other comments: |
|       |

**Note:** We will also need 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.

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| **7.** **Tattoos** |
| Tattoos do not automatically disqualify you from becoming a police officer. Members of the public are largely accepting of police officers and staff with visible tattoos. However, some tattoos could potentially offend members of the public or colleagues, or could discredit the police service. All tattoos are reviewed on a case-by-case basis. Generally, visible tattoos are unacceptable if they could offend others and/or indicate discriminatory attitudes or views inconsistent with the College of Policing’s [Guidelines](https://recruit.college.police.uk/Officer/Documents/Appearance_Standards_GuidanceDocument.docx). Applicants whose tattoos are deemed racist, sexist or homophobic will not be accepted. |
| 1. | Do you have any tattoos?If yes, please move to question 2 below. | Yes | [ ]  | No | [ ]  |
| 2. | Where are your tattoos located? (Please indicate in the tablebelow.) | Yes | [ ]  | No | [ ]  |
| [ ]  | Hands | [ ]  | Forearms | [ ]  | Neck |
| [ ]  | Face | [ ]  | Other *(Please specify)* |       |
|  | Note: **If located on your hands, neck, forearms or face, you must include two photographs of each tattoo. The first photograph must be a close-up of the tattoo.** The second photograph must clearly show the location of the tattoo on your body. |  |
| a. | Please describe the tattoo and the wording of the tattoo. |
|       |
| b. | In addition, please give a translation if applicable and describe any personal significance or meaning you attribute to the tattoo. |
|       |

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| **8. Financial responsibility** |
| Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. It is, therefore, important that applicants to the police service are not under pressure from overwhelming financial debts or liabilities. 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 that are within your means and are being properly managed are not a barrier to appointment. **However, failure to disclose accurate information may result in your application being terminated.** |
| 1. | Are you currently in arrears with any existing loan/mortgage/hire purchase agreement? *If yes, please provide details (including date) below:* | Yes | [ ]  | No | [ ]  |
|  |       |
| 2. | Complete the below questions in respect of the last six years.*If you answer yes, you must provide full details.* |
|  In the last 6 years:  | Yes | No | Details (including date) |
| Have you consolidated all your debts withone lender? | [ ]  | [ ]  |  |
| Have you had any court action taken against you for any debt? | [ ]  | [ ]  |  |
| Have you had a loan arrangement terminated by a bank/building society/finance house/other? | [ ]  | [ ]  |  |
| Have you had a credit/charge/store or cheque card withdrawn or been notified that a card or account has been defaulted? | [ ]  | [ ]  |  |
| Have you been registered as bankrupt? | [ ]  | [ ]  |  |
| If yes, have your bankruptcy debts been discharged? | [ ]  | [ ]  |  |
| **8. Financial responsibility** | [ ]  | [ ]  |
| Have you been party to an individual voluntary arrangement (IVA), trust deed, debt relief order (DRO), debt management plan or a voluntary agreement registered with the county court or a sheriff court or a Court of Session judgment in Scotland? | [ ]  | [ ]  |  |
| Has a county court judgment (CCJ) or sheriff court or Court of Session judgment in Scotland been made against you on financial matters? | [ ]  | [ ]  |  |
| If yes, has this been satisfied? **(If yes, please provide a certificate of satisfaction, as it is needed before your application can be processed.)** | [ ]  | [ ]  |  |
| Have you been the subject of an attachment of earnings order? | [ ]  | [ ]  |  |
| Have you had repossession proceedings commenced against you? | [ ]  | [ ]  |  |
| 3. | Please state below if there is any further information relating to your financial position that you should bring to our attention. |
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**Section 2** About your employment

We will contact your current and past employers over the last 10 years for references. Please provide the details of the person we should approach. Please account for any gaps in employment.

Start with the most recent. Continue on a separate sheet if necessary and attach it to this page.

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| **Present or most recent employment** |
| Name: |  |
| Address: |  |
| Position Held: |  |
| Date Commenced: |  | Notice Required / Date left: |  |
| Reason for leaving: |  |
| May we contact this employer before making you an offer of employment? | Yes |  [ ]  | No | [ ]  |
| Email address: |  | Telephone number | 0191 3762123 |
| **Previous employment** |
| From / to*(Month / Year)* | Employer's name, address Email and Telephone Number | Position Held |  | Reason for leaving |
|       |       |       |       |  |       |
|       |       |       |       |  |       |
|       |       |       |       |  |       |
| Have you ever been dismissed from previous employment as a result of your conduct or capability? If so, please give details. |
|       |

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| **References** |
| Please give names and addresses of two referees who you have known for at least three years. These should not be employers, as we will already be contacting them. They should also not be police officers or related to you |
| Referee 1: | Referee 2: |
| Name: | Name: |
|       |       |
| Email Address: | Email Address: |
|       |       |
| How do you know this person? | How do you know this person? |
|       |       |
| Telephone number: | Telephone number: |
|       |       |
| May we contact this referee now? | Yes | [ ]  | No | [ ]  | May we contact this referee now? | Yes | [ ]  | No | [ ]  |

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| **HM Forces** |
| I have served/am serving in the: *(‘X’ as appropriate).* |
| [ ]  | Royal Navy | [ ]  | Merchant Navy | [ ]  | Royal Air Force |
| [ ]  | Royal Marines | [ ]  | Army | [ ]  | Territorial Army |
| [ ]  | Other (Please state) |       |
| Service number |       | Rank/Rating  |       |
| Commanding Officer |       |
| Unit and unit address |       |  |
| Postcode: |       |
| Telephone: |       | Served from/to: |       |
| Email address: |  |
| Expected date of discharge: |  | Reason for discharge: |  |
| Are you liable for further service as a Reservist? | Yes | [ ]  | No | [ ]  |
| If YES, please give details of Reserve liabilities. |       |

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| **Previous applications to, or service with, a police force** |
| a) Please give details of any previous or current service in any police force in the UK, for example, as police officer, special constable, police community support officer, volunteer, support staff or cadet. |
| Dates of service from/to (month/year) | Force (Warrant No.) | Position held | Reason for leaving |
|       |       |       |       |       |
| b) Do you have a current valid SEARCH/Online Assessment Centre score, within the last 24 months (please provide evidence with this application, either the pass email or \*pages 3 – 5 of your Search Assessment report). If you have failed in the last 6 month please also include details |
| Month/year of application      | Force       | Result and details      |

# Section 3 Declaration

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| **Declaration** |
| I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.**Please tick the boxes to indicate your understanding and agreement of the following statements:** |
| I must inform the force recruitment team without delay of any change in my circumstances. | [ ]  | Any offer of appointment will be subject to satisfactory references (I consent to references being sought) and vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness. | [ ]  |
| Criminal conviction checks will be made against me and my family members and I have informed them of this. | [ ]  | A conditional offer of appointment will be subject to fingerprints and a DNA sample being taken and checked against the relevant databases. | [ ]  |
| Financial checks will be undertaken to verify my financial status and all such information will be treated in confidence. I consent to these checks being made. | [ ]  | If I am appointed, my fingerprints and a sample of my DNA will be held on record for elimination purposes. | [ ]  |
| Formal disclosure of my Service Character Assessment (Armed Forces) (if applicable) will be sought and I consent to the provision of this. | [ ]  | I am not a current, or previous, member of a [**proscribed terrorist organisation**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901434/20200717_Proscription.pdf) or group. | [ ]  |
| Successful candidates must serve wherever required to do so within the force area. | [ ]  | The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand that this information may be shared with other police forces and Northumbria University. | [ ]  |
| The chief officer retains the right to reject any application without giving reasons. | [ ]  | A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings. | [ ]  |
| Signature: |       | Date: |       |

**You have now completed the formal application process.**

**Along with this application form, to ensure you have submitted all documatation please ensure you also submit with this form**

**1 – Level 3 Qualification certificates or above if applicable, (not applicable if current, PCSO, Special, Call Handler, CJU team with over 2 years continuous service). Also GCSE Maths & English Certificates, A- C, 4 - 9**

**2 – Competency Based Questions, all 4 questions completed in full**

**3 – Experiential Learning Form, if applicable, this must be completed and submitted where your qualifications DO NOT** **total 120 UCAS**

**4 – Picture of Tattoo – if applicable**

**5 – Copy of Online Assessment Centre Results, or Search Assessment Centre, of pass status and within 24 months of application, if applicable**

# Section 4 Equality and diversity monitoring

## Recording protected characteristics

We continuously review and adapt our recruitment processes to ensure that any barriers to equal opportunities are removed or that reasonable adjustments are considered at all stages. To do this effectively, it is really important that we understand how representative of our communities the applications we receive actually are.

The below information is requested so that we can accurately assess how many applications we get from those identifying with one of the listed protected characteristics. This information will be used to ensure that we have considered and removed barriers, changed our attraction and engagement techniques or looked at the overall recruitment process to understand how we can improve it for applicants. Completing this section of the form is voluntary. But with your help we can build data that accurately reflects recruitment diversity and shapes the future planning of our diversity, equality and inclusion work.

The information supplied will be treated in the strictest confidence and will not affect your job application in any way. It will be detached from your application on receipt­.

### Age

Which age category do you fall into?

|  |  |
| --- | --- |
| [ ]  | Under 26 |
| [ ]  | 26-40 |
| [ ]  | 41-55 |
| [ ]  | Over 55 |

### Disability

Disability is a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. This includes progressive and long-term conditions from the point of diagnosis, such as HIV, multiple sclerosis, cancer, mental illness or mental health problems, learning disabilities, dyslexia, diabetes and epilepsy. This also includes ‘disabled’ as per the definition set out in the Equality Act 2010, as well as wider conditions, including neurodiversity.

Do you consider yourself to have a disability according to the definition above?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | Prefer not to say |
| \* | Unknown |

### Ethnicity

What is your ethnic group? Choose one option that best describes your ethnic group or background.

**White**

|  |  |
| --- | --- |
| [ ]  | White – English/Welsh/Scottish/Northern Irish/British |
| [ ]  | White – Irish |
| [ ]  | White – Gypsy or Irish Traveller |
| [ ]  | White – Any other White background |

**Mixed/multiple ethnic groups**

|  |  |
| --- | --- |
| [ ]  | Mixed – White and Black Caribbean |
| [ ]  | Mixed – White and Black African |
| [ ]  | Mixed – White and Asian |
| [ ]  | Mixed – Any other mixed/multiple ethnic background |

**Asian/Asian British**

|  |  |
| --- | --- |
| [ ]  | Asian – Indian |
| [ ]  | Asian – Pakistani |
| [ ]  | Asian – Bangladeshi |
| [ ]  | Asian – Chinese  |
| [ ]  | Asian – Any other Asian background |

**Black/African/Caribbean/Black British**

|  |  |
| --- | --- |
| [ ]  | Black – African |
| [ ]  | Black – Caribbean |
| [ ]  | Black – Any other Black/African/Caribbean/Black British background |

**Other Ethnic group**

|  |  |
| --- | --- |
| [ ]  | Other – Arab |
| [ ]  | Other – Any other Ethnic group |
| [ ]  | Prefer not to say |
| \* | Unknown\* |

### Religion or belief

What is your religion?

|  |  |
| --- | --- |
| [ ]  | No religion |
| [ ]  | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |
| [ ]  | Buddhist |
| [ ]  | Hindu \* |
| [ ]  | Jewish |
| [ ]  | Muslim |
| [ ]  | Sikh |
| [ ]  | Any other religion and belief |
| [ ]  | Prefer not to say |
| \* | Unknown |
|  |  |

### Gender identity and gender reassignment

Question 1 – Which of the following describes how you think of yourself?

|  |  |
| --- | --- |
| [ ]  | Female |
| [ ]  | Male |
| [ ]  | Prefer to self-describe |       |
| [ ]  | Prefer not to say \* |
| \* | Unknown |

Question 2 – Is your gender identity the same as the sex you were assigned at birth?

|  |  |  |
| --- | --- | --- |
| [ ]  | No |  |
| [ ]  | Yes |
| [ ]  | Prefer not to say |
| \* | Unknown |

### Sexual orientation

Which of the following options best describes how you think of yourself?

|  |  |  |
| --- | --- | --- |
| [ ]  | Hetrosexual |  |
| [ ]  | Bisexual |  |
| [ ]  | Gay or lesbian |
| [ ]  | Prefer to self-describe |       |
| [ ]  | Prefer not to say |
| \* | Unknown |

**\*Unknown is not a category that applicants need to complete. It is a systems recognition if a candidate does not complete this section of the application form.**

### Socioeconomic background

What type of school did you mainly attend between the ages of 11 and 16? (Please select one option)

|  |  |
| --- | --- |
| [ ]  | State-run or state-funded school – selective on academic, faith or other grounds |
| [ ]  | State-run or state-funded school – non-selective |
| [ ]  | Independent or fee-paying school – bursary |
| [ ]  | Independent or fee-paying school – no bursary |
| [ ]  | Attended school outside the UK |
| [ ]  | Don’t know |
| [ ]  | Prefer not to say |
| [ ]  | Other (please specify): |       |

What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 17? (Please select one option)

|  |  |
| --- | --- |
| [ ]  | At least one has a degree-level qualification |
| [ ]  | Qualifications below degree level |
| [ ]  | No formal qualifications |
| [ ]  | Don’t know |
| [ ]  | Not applicable |
| [ ]  | Don’t know |
| [ ]  | Prefer not to say |
| [ ]  | Other (please specify): |       |

If you finished school after 1980, were you eligible for free school meals at any point during your school years? Free school meals are a statutory benefit available to school-aged children from families who receive other qualifying benefits and who have been through the relevant registration process. It does not include those who receive meals at school through other means (eg, boarding school). (Please select one option)

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | Not applicable (finished school before 1980 or went to school overseas) |
| [ ]  | Don’t know |
| [ ]  | Prefer not to say |

Compared to people in general, would you describe yourself as coming from a lower socioeconomic background? (Please select one option)

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | Don’t know |
| [ ]  | Prefer not to say |

Has a member of your family worked for the police, either as a police officer, PCSO or police staff? (Please select one option)

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | Prefer not to say |

### Language

What is your main language?

|  |  |
| --- | --- |
| [ ]  | English |
| [ ]  | Other (please specify):       |
| [ ]  | Prefer not to say |

How well can you speak English?

|  |  |
| --- | --- |
| [ ]  | Fluent |
| [ ]  | Advanced |
| [ ]  | Intermediate |
| [ ]  | Beginner |
| [ ]  | Prefer not to say |

# Section 5 Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the police service by completing the below.

|  |  |  |
| --- | --- | --- |
| Where did you first hear about opportunities to join the police service? (Please tick one) | National [joiningthepolice.co.uk](http://www.joiningthepolice.co.uk) website  | [ ]  |
| Police force website  | [ ]  |
| Advert on any other websites  | [ ]  |
| National social media messaging to join the police  | [ ]  |
| Police force social media  | [ ]  |
| In the news  | [ ]  |
| Billboards, digital screens or posters  | [ ]  |
| Join the police radio advert  | [ ]  |
| Join the police TV advert  | [ ]  |
| University  | [ ]  |
| School/College  | [ ]  |
| Careers fair  | [ ]  |
| Friends or family recommendation  | [ ]  |
| Community event (please describe which one)      | [ ]  |
| What helped you to decide to apply for this job? (Tick all that apply) | National [joiningthepolice.co.uk](http://www.joiningthepolice.co.uk) website  | [ ]  |
| Police force website and information  | [ ]  |
| Other national websites | [ ]  |
| National social media posts  | [ ]  |
| Force social media posts  | [ ]  |
| Events with the police force  | [ ]  |
| Events for underrepresented groups  | [ ]  |
| Hearing about it in the news | [ ]  |
| Talking to someone at the force before you applied  | [ ]  |
| Have you seen any advertising including the slogan ‘Be A Force For’ or ‘Make Your Difference’? | Yes | [ ]  | No | [ ]  | Don’t know | [ ]  |
| If yes, where did you see it? |       |

# Section 6 Checklist

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| **Read through your completed application form carefully.** |
| Ensure it is clearly presented and that you have answered all the questions, leave blank when not applicable where appropriate. If, after reading through the recruitment material, you have any remaining questions, please feel free to contact your local recruitment office on policerecruiting@durham.police.uk**Before returning your application form, please check that you have done the following:** |
| Have you included a telephone number on which you can be contacted? | [ ]  |
| If applicable, have you enclosed photographs of any tattoos on your hands, neck, forearms or face? | [ ]  |
| Have you signed the declaration (page 14)? | [ ]  |
| If applicable, have you enclosed a certificate of satisfaction (see page 8)? | [ ]  |
| Have you completed and enclosed the equality and diversity monitoring (page 15) and marketing forms (page 22)? | [ ]  |
| Have you made a photocopy of your completed application form to save for your records? | [ ]  |

# Section 7 Data protection

## General data protection regulation 2018 (GDPR)

In accordance with the Equality Act 2010 it is good practice to know the composition of people applying for the police officer roles so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the assessment centre thereafter (if your application is successful). Your name, or any identifiable information, will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced, and so we can direct positive action initiatives and work towards creating an environment that is free from discrimination and promotes equality of opportunity. However, providing this information is **voluntary**.

The information you provide will be held by your recruiting force for the purposes outlined above and in accordance with data protection legislation (GDPR and the Data Protection Act 2018) and duties under the Equality Act 2010. We process this information in line with Article 9 (2) (g) of the Equality Act for reasons of substantial public interest. We will use the information collected from you to report on the composition of applicants. Your information may be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information, will not be shared with any other organisation or used for any other purpose.

Your information will only be held in an identifiable form for as long as is necessary by the recruiting force and in accordance with their retention schedule. You have certain rights under the GDPR regarding your personal data, which includes the right to access data held about yourself, to ensure it is accurate and to ask that it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.

For more information about your rights, please see the full privacy notice on the force website. You can also contact the force you are applying to via email, telephone or written letter.

**About the College**

We’re the professional body for the police service in England and Wales.

Working together with everyone in policing, we share the skills and knowledge officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future.

**college.police.uk**