# Guidance notes for completing this application form

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

You should read these notes carefully before completing the form.

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.  Some forces require a full UK driving licence on application. Durham Constabulary does require a full manual driving licence. |  | When applying to the police service, you must be aged 17 or above to apply to become a police officer and you may take up appointment on reaching the age of 18 or above, if successful. |
| **Note 2 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 (EEA) or Switzerland. Commonwealth citizens and 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 this application.  Other documentary evidence of your status may be required.  After 30 June 2021, nationals of the EEA or Switzerland will also need to provide evidence that their stay is free from restrictions. |

|  |  |  |
| --- | --- | --- |
| **Recognition of international qualifications** | | |
| Any person applying to the police service with an international qualification will need to demonstrate its equivalence to UK qualifications. You can do this by contacting the UK National Academic Recognition Information Centre (NARIC), which is the national agency responsible for providing information, advice and opinion on academic, vocational and professional qualifications and skills from all over the world. |  | UK NARIC is contracted to the UK Government. It provides the only official source of information on international education and training systems, and on international qualifications and skills attained from outside the UK. |
| **Health, fitness, eyesight and disability** | | |
| Applicants must be in good health 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 to fill in a medical questionnaire prior to appointment. You will also be asked to 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. |  | **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 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 this form, please contact the force you are applying to.  Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. |