

## Police Staff Application for Employment

Prior to completing the application form please read the Recruitment Privacy Notice which explains how we will process your personal data. This is available in the supporting documents section for every vacancy.

This application form should be completed in conjunction with the corresponding sections of the Guidance Notes. Applicants should be aware that incomplete applications or those completed outwith the guidance will not be progressed.

<b>Section 1 – Vacancy Details</b>	
<b>Post Title</b>	
<b>Reference Number</b>	
<b>Closing Date</b>	
<b>Division / Department</b>	
<b>Location</b>	

<b>Section 2 – Personal Details</b>	
<b>Surname</b>	
<b>First Name(s)</b>	
<b>Known As</b>	
<b>Home Address</b>	
<b>Postcode</b>	
<b>Home Telephone No.</b>	
<b>Mobile Telephone No.</b>	
<b>Work Tel. No. (optional)</b>	
<b>Email Address</b>	

Where possible, applicants will be contacted via email regarding their application and are, therefore, encouraged to check email accounts regularly. However this will be dependent on the local recruitment team and alternatively contact may be in written format to your home address.

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<b>Section 3 – Driving Licence</b> (Please refer to the Guidance Notes to assess if this section is relevant to your application)			
<b>Do you hold a current, full UK Driving Licence?</b>	<b>Yes</b>		<b>No</b>
<b>Licence Category</b>			
<b>Details of current / pending penalty point endorsements</b>			

<b>Section 4 – Residency and Eligibility to Work in the UK and for the Scottish Police Authority / Police Scotland</b>			
The sole purpose of this section is to establish your eligibility to work in the UK and for the Scottish Police Authority / Police Service of Scotland.			
<b>Do you hold a UK passport?</b>	<b>Yes</b>		<b>No</b>
<b>Do you hold a passport from an EU, EEA country or Switzerland?</b>	<b>Yes</b>		<b>No</b>
<b>Have you lived in the UK continuously for the past 3 years?</b>	<b>Yes</b>		<b>No*</b>
<b>*Please provide full details below</b>			
<b>Do you have the legal right to work in the UK?</b>	<b>Yes</b>		<b>No</b>
<b>Provide details of your work permit / visa</b>			

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**Section 5 – Education**

<b>University / College / School / Other</b>	<b>Subject</b>	<b>Grade Achieved</b>

**Section 6 – Training and Development – Relevant to Post Applied for**

<b>Details of Course</b>	<b>Date Completed / Date Pending</b>

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<b>Section 7 – Membership of Professional Bodies</b>		
<b>Professional Body</b>	<b>Qualification / Grade of Membership</b>	<b>Membership Number (if applicable)</b>

<b>Section 8 – Employment Details</b>				
<b>Name of Current / Most Recent Employer</b>				
<b>Address / Postcode</b>				
<b>Job Title</b>				
<b>Notice Required</b>				
<b>Dates of Employment</b>	<b>From</b>		<b>To</b>	
<b>Reason for Leaving (if applicable)</b>				
<b>Provide a brief summary of your main duties and responsibilities in this role</b>				

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<b>All Previous Employment</b> (most recent first)				
<b>From</b>	<b>To</b>	<b>Name / Address / Postcode of Employer</b>	<b>Position Held</b>	<b>Reason for Leaving or Reason for Gap in Employment</b>

**Section 9 – Evidence in Support of Application**

Please use the space provided to evidence your suitability for the role applied for. The information provided here will be assessed against the competencies required for the role and used when shortlisting applicants for interview. Please refer to the Guidance Notes for full details regarding completion of this section. Evidence should be written in paragraphs for each competency specified in the job advert and should be kept to a maximum of 150 words per competency.

Empty space for providing evidence in support of application.

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**Section 10 – Interview Guarantee**

The Scottish Police Authority / Police Scotland is committed to positive action in the recruitment and selection of people with disabilities. We guarantee an interview to any applicant who has a disability, as defined under the Equality Act 2010, and who meets the essential criteria for the post. Please regard this as an opportunity to let us help you. Tell us of any aspects which could present difficulties and any suggestions for overcoming these.

Please provide information about your disability, relevant to the post applied for. This information assists us to consider your application on its merits and avoids assumptions being made.



In some cases this information is important in terms of health and safety, access to work locations, or alerting us to any potential needs for aids / adjustments in the workplace.

<b>Do you consider yourself to have a disability?</b>	<b>Yes*</b>		<b>No</b>	
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\*If you have answered **yes** to the above question, please provide details below that are relevant to the post applied for.

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**Section 11 – Declaration**

**I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal.**

**By emailing or sending this application to the Scottish Police Authority / Police Scotland, I confirm my acceptance of the above declaration.**

<b>Signed*</b>	
	*You will be asked to provide an actual signature at interview
<b>Print Name</b>	
<b>Date</b>	