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For Official Use Only	
Candidate No.	
Police Reference No.	
Name	
Date Received	

Application for Special Constable

Current Area of Residency			
Please select the geographical area in which you are currently residing to assist us in processing your application.			
Aberdeen City, Aberdeenshire and Moray	<input type="checkbox"/>	Lothians and Scottish Borders	<input type="checkbox"/>
Edinburgh	<input type="checkbox"/>	Ayrshire	<input type="checkbox"/>
Highland and Islands	<input type="checkbox"/>	Lanarkshire	<input type="checkbox"/>
Tayside	<input type="checkbox"/>	Argyll and West Dunbartonshire	<input type="checkbox"/>
Forth Valley	<input type="checkbox"/>	Renfrewshire and Inverclyde	<input type="checkbox"/>
Fife	<input type="checkbox"/>	Dumfries and Galloway	<input type="checkbox"/>
Greater Glasgow	<input type="checkbox"/>	Outwith Scotland	<input type="checkbox"/>

Candidates residing in West or East Command (excluding Fife) or Outwith Scotland will be processed by our Recruitment Centre in East Kilbride.

Candidates residing in North Command or Fife will be processed by our Recruitment Centre in Aberdeen.

If you have any special circumstances you wish to make the Recruitment team aware of in relation to the processing of your application please advise by email when submitting your forms.

Prior to completing the application form please read the Recruitment Privacy Notice which explains how we will process your personal data.

Data Protection

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 2018. The data will be used to assess your suitability to join the Police Service and may be shared with other forces in the United Kingdom in respect of any recruitment applications you make.

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Section 1 - About You

Personal Details	
Surname(s) / Family Name(s)	
Forename(s)	
Previous Name(s)	
Date of Birth	
National Insurance No.	
Current Address	
Postcode	
Date Moved Into This Address (dd/mm/yy)	

Telephone Numbers (including area code)	
Home	
Work (if convenient to contact you)	
Mobile	
Email Address	

Do you hold a driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide details below			
Driving Licence Number			
Licence Type (tick relevant box/es)	Full <input type="checkbox"/>	Required – Indicate if manual or automatic	Manual <input type="checkbox"/>
	Provisional <input type="checkbox"/>		Automatic <input type="checkbox"/>
Date of Expiry (from section 11 on rear of photocard)			

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Section 2

We want to know something about your motivations to be a special constable. We want to know your expectations of police work and what preparation you have undertaken before applying. It is important that your answers are relevant and concise. You can use up to a maximum of 200 words for each question. As a guide, we would recommend that you use between 100 and 200 words to answer each question. Single, short sentences or unanswered questions are not acceptable and it is likely that we will reject an application where the answers are insufficient in length for us to assess. Please take your time and think carefully about what you write. Each question has a word count to allow you to assess the sufficiency of your answers. **(See Note 2).**

Q1. Why do you want to become a special constable?

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	Word Count	
--	-------------------	--

Q2. Tell us in some detail what tasks you expect to be undertaking as a special constable?

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	Word Count	
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Q3. Tell us what impact you expect being a special constable will have on your social and domestic life?

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	Word Count	
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Being a special constable is both a challenging and rewarding role. Our selection process is designed to identify people who demonstrate that they have the potential to become fully effective in the role and simply to be the best officers they are capable of being.

Q4. What preparation have you undertaken before making this application to ensure that you know what to expect **and** that you are prepared for the role of special constable?

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	Word Count	
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Q5. If you have previously been unsuccessful in applying to be a special constable, what have you done since your last application to prepare you to succeed in this selection process? If this is your first application please go to Q6.

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	Word Count	
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Q6. What experience do you bring which would be relevant to the role of a special constable? This could be any other relevant skills, hobbies and interests and any voluntary or community activities you have been involved with.

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	Word Count	
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Q7. Please provide any other information you wish to add in support of your application.

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	Word Count	
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Section 3 – About Your Employment (See Note 3)

Present Employment (if not currently employed please indicate below)

Current Occupation

Some occupations and business interests may be incompatible with the role of special constable. To enable us to determine compatibility please fully explain the nature of your current employment and any business interests that you currently have.

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Name and Address of Your Current Employer (including postcode and email address)

Exact Date Started

Are you applying for this role through the Employer Supported Policing Programme? (see note 3 on guidance notes)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Previous Employment – Start with the most recent (continue on page 13 if necessary).

Name and Address (including postcode and email)			
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Nature of Business and Position Held			
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Exact Date Started		Exact Date Left	
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Reason for Leaving			
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Name and Address (including postcode and email)			
Nature of Business and Position Held			
Exact Date Started		Exact Date Left	
Reason for Leaving			

Name and Address (including postcode and email)			
Nature of Business and Position Held			
Exact Date Started		Exact Date Left	
Reason for Leaving			

Referees			
Please give the names and addresses of two employers who will provide a reference for you. (One of these should be your current employer, where applicable).			
(i) Full Name			
Address			
Email Address			
Referee's Position			
Telephone No.			
May we contact this referee now?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

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(ii) Full Name				
Address				
Email Address				
Referee's Position				
Telephone No.				
May we contact this referee now?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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HM Forces					
Have you previously served in HM Forces?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Service Number					
Rank / Rating					
Commanding Officer					
Unit Address and Postcode					
Unit Telephone No.					
Served	From		To		
Date of Discharge					
Are you liable for further service as a Reservist?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes', please give details of reserve liabilities, including expiry date.					

Are you currently a member of Police Staff?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Police Force					
Date of Appointment					
Role					

Details of Previous Service With Any Police Force				
Date of Service	From		To	
Force				
Role				
Reason for Leaving				

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Any Previous Applications to Any Police Force for Constable, Special Constable, Police Cadet or Police Staff (continue on page 13)	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	

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Section 4 – More About You

Nationality (see Note 1)

In order to be eligible, 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 foreign nationals who are resident in the UK and free from restriction are also eligible to apply.

What is your Nationality?

If you are a Commonwealth citizen or other foreign national, is your stay in the UK free from restriction?

Yes

No

If you are a Commonwealth citizen or other foreign national, you must include a copy of your passport showing that your stay in the UK is free from restriction.

Photocopy of passport enclosed?

Yes

No

Tattoos (see Note 4)

Do you have any tattoos?

Yes

No

If 'Yes' please describe what they are and where they are.

Large empty text area for describing tattoos.

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Additional Information	
Section No.	Additional Information

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Section No.	Additional Information

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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.

I understand that:

- I must inform the Recruitment Team without delay of any change in my circumstances.
- Criminal conviction checks will be made against myself, my family members and other adults living in my household. As far as possible I have informed them of this.
- Financial checks may be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
- Formal disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- Any deliberate false statement or omission in connection with my appointment may result in my application being rejected at any stage of the process.
- If I am appointed my fingerprints and a sample of DNA will be taken and held on record for elimination purposes at crime scenes for the duration of my service.
- The Chief Constable retains the right to reject any application without giving a reason.
- Any offer of appointment will be subject to continued good conduct.

Signed _____

Name (BLOCK CAPITALS) _____

Date _____