

Special Constable Selection Process

The Special Constabulary is an effective means in which local communities can be represented within the police service. As a fully trained volunteer with police powers, you can add real value by supporting the regular police service.

It is important that our Special Constables uphold the same standards as regular officers. Public satisfaction, public confidence and community engagement are all critical aspects of the service delivery of Police Scotland.

The national selection process for Special Constables reflects the importance of ensuring that our Special Constabulary continues to consolidate its status as a reliable, trusted and integrated part of Police Scotland's strategic and operational deployment plans.

The selection process can be broken down into the following stages:

Application Form

It is really important that you complete all the sections of the forms fully and honestly, so you will need to spend a bit of time preparing. You must disclose all the material information requested in each section. Don't be tempted to leave things out as this can result in your application being rejected. If you are unsure about anything, please contact us and we will provide you with some guidance.

In our 'Application' section you can download the application form, which you can save and complete on your own computer and then either email or post to us.

Please be aware that it will take more than a first class stamp to post the form. Forms with incorrect postage may not be delivered.

On receipt, your application form is assessed to ensure that you meet the entrance criteria and that you have provided relevant responses and information to all the questions. If your application meets the required standard you will be invited to sit the Police Standard Entrance Test (SET) - unless you have previously passed the SET in which case you will not have to sit this stage again.

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA

Special Constable Selection Process

Vetting

The public is entitled to expect that Police Scotland will only recruit people who demonstrate the highest standards of professional conduct, honesty and integrity.

In order to ascertain suitability, a wide range of police systems will be checked. Convictions, warnings or other adverse information will not in every case prevent appointment.

Completion of the vetting form is no longer required at the application stage.

You will be required to complete the Vetting Form after you have progressed beyond the interview stage. The relevant forms will be issued to you by the recruitment team at the time. Your completed vetting form and all vetting decisions are managed by the Police Scotland Vetting Unit.

The Vetting Unit will also want to know whether any of your close family or associates are involved in criminal activity and they will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made.

You should be aware that all vetting decisions are made at the latter stages of the recruitment process.

Standard Entrance Test

The test is made up of three papers. There are three different versions of the test, therefore all applicants are allowed to sit the Standard Entrance Test (SET) a maximum of three times. The test covers:

- language
- numbers
- information handling

To help you get ready for the test, we have created sample papers for you to practice. To find them, visit 'The Selection Process and Essential Reading' page in the Special Constables recruitment section of the Police Scotland website where there is a list of PDF documents you can download.

Candidates with Specific Learning Difficulties

We are committed to making our selection process and facilities as accessible as possible for all applicants and employees.

If you have or think you have a specific learning difficulty such as dyslexia you can contact recruitment on **01355 566350** for guidance on how we can help you.

If you would like to know more about dyslexia visit Dyslexia Scotwest at www.dyslexiasw.com.

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



**POLICE
SCOTLAND**
POILEAS ALBA

Special Constable Selection Process

Fitness Assessment

The national recruitment and selection process is aligned to that used for the recruitment of Probationer Officers and includes a mandatory fitness assessment, which is the same as that used for the recruitment of police officers.

The assessment will require you to undertake a Multi Stage Fitness Test (MSFT) in accordance with the standards outlined in the relevant Police Service National Fitness Standard document at the bottom of the Special Constables 'Application' page.

The assessment measures cardiovascular fitness. This means the ability of your heart and lungs to provide sufficient oxygen to the working muscles to allow them to sustain a rhythmical activity involving large muscle groups (i.e. running, cycling and swimming) for an extended period of time.

All candidates must reach level 5.4 to achieve a pass.

For training purposes you may find the MSFT training video and downloads, available on the Special Constables 'The Selection Process and Essential Reading' page, useful. You should measure out a level, 15-metre long training space in order to utilise these downloads fully. Downloads include:

1. Bleep Test – Intro

2. Bleep Test – Get Ready

3. The Bleep Test

If you have any concerns about your ability to undertake the fitness assessment you should seek advice from your GP in the first instance. Your Body Mass Index (BMI) must be between 18-30 (inclusive). Please note your BMI will not be assessed until the medical stage, which is towards the end of the selection process.

Interview

If you pass the SET and the fitness assessment, you will be invited to attend a competency based panel interview with two members of the local recruiting team.

This is your opportunity to make the right impression so preparing for your interview is really important.

Make sure you know what areas and competencies are likely to be covered at the interview and prepare some examples from your own experiences that demonstrate some of the relevant behavioral indicators. You should also do some web-based research. A lot of applicants find it really helpful to talk to some of our existing Special Constables and/or officers. Visit the Recruitment 'Events' section of the Police Scotland website for the opportunity to meet Special Constables and/or officers.

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA

Special Constable Selection Process

This is the first opportunity that we have to talk to you in person. The questions will cover the following areas and we will ask you to give examples drawn from your own personal life experience that will enable the interviewers to assess your knowledge, skills and personal attributes:

- Effective communication
- Personal effectiveness
- Team work
- Respect for diversity
- Job knowledge
- Personal awareness
- Service delivery

Final Stages

The provisional offer of appointment is subject to the following final formal stages of the selection process being fully satisfied:

- 1. Being passed fit at the force medical, which includes BMI and eye-sight standards**
- 2. Satisfactory final employer reference being received**
- 3. All vetting checks being approved**
- 4. Substance misuse results being clear**
- 5. No new matter subsequently arising that throws doubt on the suitability of the candidate to undertake the role of a Special Constable.**

Thereafter, you will be issued with a formal offer of appointment for the next available intake. There is normally a spring and an autumn intake for Special Constables each year, albeit this is subject to change.

It is really important that you notify your local Recruiting Department right away of any change that may affect your application immediately. This could include a change to any of your personal details such as change of address, getting married or changing jobs.

Should you become subject of a report to the Procurator Fiscal or should you be convicted of any offence, failure to disclose this information to the Recruiting Department at the time could have a detrimental effect on your application.

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA

Special Constable Selection Process

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA

Special Constable Selection Process

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA

Special Constable Selection Process

 @PoliceScotland

 PoliceScotland

 scotland.police.uk



POLICE
SCOTLAND
POILEAS ALBA