



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

Application for Police Officer

Before completing this form you must read the accompanying guidance notes fully.

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

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	

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Section 2 – Essential Criteria

There are a number of essential criteria you are required to meet in order to be eligible to apply to become a Police Officer.

Please read these carefully. If you do not meet any of the essential criteria you should not submit your application form.

Residency

It is essential Police Officer / Special Constable applicants have resided in the UK for a period of 3 years immediately prior to application.

Please tick this box to confirm you meet this essential criteria

Have you resided outwith the UK for a period of 12 months or more in your adult life (18 years and over)?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
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*If **Yes**, please provide details below. It is important that you provide specific information in relation to dates, countries and reason for being outwith the UK. Please note a member of the recruitment team may contact you to discuss this as you may require to produce some additional documentation.

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Nationality

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 <input type="checkbox"/>	No <input type="checkbox"/>
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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 <input type="checkbox"/>	No <input type="checkbox"/>
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Medical Requirement

In order to be appointed as a Police Officer, you are required to undergo a medical examination.

It is an essential criteria of the medical examination that your Body Mass Index (BMI) is within the range of 18-30.

Please tick this box to confirm you meet this essential criteria

You will be required to maintain this standard throughout the selection process.
Guidance on calculating your BMI can be found on our website.

Driving Licence

Applicants must hold a full manual driving licence at the point of application.

Please tick this box to confirm you meet this essential criteria

Driving Licence Number

Licence Type

Full

Manual

Date of Expiry (from section 11 on rear of photo card)

Tattoos

Do you have any tattoos? Yes No

If the answer is 'Yes' you must provide photos at the time of submission of your application (do not include any tattoos located in a private area)

If 'Yes' please describe what the tattoos are, providing translations where applicable, and tell us where they are located.

Section 3 – More About You

We want to know about your motivations to be a police officer, your expectations of police work and what preparation you have undertaken before applying. We also want to know your skills, experiences and the values you have had which you believe make you suitable for the role. It is important your answers are relevant, well-structured and show you have given your application a suitable level of consideration.

The word count for each question must also be inserted.

Q1. Please provide a personal statement in relation to your application for Police Officer. (Your answer must be between **450-500 words**. Outwith this margin will not be assessed)

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Insert Word Count

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Q2. Police Scotland values are Fairness, Integrity, Respect and Human Rights. What values are important to you and how do you practise these values in your own life?
(Your answer should not exceed 200 words. Please insert a word count)

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	Insert Word Count	
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Q3. Please describe your own development journey and how this has helped shape you? This could include educational achievements at school, college, university or other vocational training and work experience.
(Your answer should not exceed 200 words. Please insert a word count)

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	Insert Word Count	
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Q4. A Police Officer requires to be physically and mentally in good health. Please describe what you do to maintain a good level of general fitness and health?
(Your answer should not exceed 200 words. Please insert a word count)

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Insert Word Count

Q5. What preparation have you undertaken before making this application to ensure that you know what to expect and to ensure that you are prepared for the role of Police Officer?
(Your answer should not exceed 200 words. Please insert a word count)

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Insert Word Count

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Q6. Policing is about ensuring the wellbeing and safety of the public and our communities. Please describe what you would bring to Police Scotland, to enhance our ability to keep people safe?

(Your answer should not exceed 200 words. Please insert a word count)

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

(Your answer should not exceed 200 words. Please insert a word count)

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

Present or Most Recent Employment, Including Voluntary Work			
Name and Address (including postcode and email)			
Position Held and Main Job Responsibilities			
Exact Date Started		Exact Date Left (if applicable)	
Reason for Leaving (if applicable)			
Period of Notice Required			

Previous Employment – Start with the most recent (continue on page 14 if necessary).

Name and Address (including postcode and email)			
Position Held and Main Job Responsibilities			
Exact Date Started		Exact Date Left	
Reason for Leaving			

Name and Address (including postcode and email)			
Position Held and Main Job Responsibilities			
Exact Date Started		Exact Date Left	
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			

Have you ever been or are you currently the subject of any internal or occupational misconduct or disciplinary investigation? (If there is more than one, use the Any Other Relevant Information field below)	
No <input type="checkbox"/>	Yes* <input type="checkbox"/>
*If 'Yes' you must provide full details including the date and place of incident and include the details of the outcome.	

Any Other Relevant Information Relating to this Investigation

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HM Forces				
Have you served / are you serving 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	
Expected 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 serving Special Constable or 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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External Business Interests			
1.	Do you currently have any job or business interest which you would wish to continue as a police officer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Do you or your Spouse / Civil Partner or any Relative living with you, own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment house or entertainment)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If 'Yes' to either question, give details below. Include the nature of the business interest and the personal details of any business partner (name, date of birth, address) and the name of any company / companies if relevant.</p> <div style="border: 1px solid black; height: 250px; margin-top: 10px;"></div>			

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Any Previous Applications to Any Police Force for Constable, Special Constable or Police Cadet (continue on page 14)	
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	

Additional Information	
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 will result in my application being rejected at any stage of the process or could render me subject to investigation once appointed which may result in termination of my service.
- 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.
- If I am successfully appointed as a police constable I must serve wherever required on appointment and throughout 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 and maintenance of fitness.

Signed _____

Name (BLOCK CAPITALS) _____

Date _____