



MDP Application Form – Section 4 Competency Assessment

This part of the application is important, so take your time and think about your answers carefully.

Read all of the instructions and questions fully before you start to fill in the application. Some of the questions can be quite specific about the kind of example we want from you.

If you know that you have dyslexia or know of any other factor that might impact your ability to complete the selection process you should let us know so that this can be accommodated. We will need specific details of how your dyslexia may impact your assessment and work performance.

Hints and Tips:

- Make copies of the blank form and practice filling it in before you make your final copy to send away.
- Before you begin, ask for some honest advice on the standard of your written English. Don't try to fill in the form unless you are sure that your spelling and grammar are good and avoid using jargon or slang terms. Applications are rejected if they contain too many spelling mistakes.
- Do discuss your examples with other people. They may remind you of an example that you hadn't thought of. However, remember the application has to be all your own work.
- Make sure you answer the question. Don't tell us about something just because you think it will impress us unless it fits the question asked. You may have been involved in a critical or serious incident which you feel relates strongly to police work, but which doesn't really answer the question asked. This is unlikely to score well.
- Don't spend too much time giving background information or details not asked for. You should be able to set the scene in less than a few lines. Don't waste your limited space giving us names and other unnecessary details.
- In each question there are additional prompts that ask you for details in particular areas. Make sure you answer all of the prompts. If you find your example doesn't easily fit the prompts you may have chosen an inappropriate example to use.
- If you leave a question blank because you cannot think of an answer you will almost certainly fail, so do attempt all questions.
- Give specific examples of what you did or said on a given occasion. It is important that we can see, in as much detail as possible, exactly how you behaved. If necessary, quote exactly what was said. Generalisations about what you usually do, what you did on a number of previous occasions, or what your group/team have done will not score well. We need to know what part you played on that occasion.
- Try to use examples from a work setting. If you cannot think of examples from a work setting, you can use examples from your social, domestic or educational life. They can score just as well as work examples.
- Try to use examples you found difficult or challenging to deal with any explain what the problem was and how you dealt with the situation.
- Finally, double check the Application Form for any errors before submission.