



# Ministry of Defence Police

## New Recruit Application Form

May 2017 v1.7

# Are you eligible?

Before you proceed with your application, please check that you meet all the following criteria to ensure that you are eligible to apply to become a police constable.

- You must be 18 years of age or over at the time of applying.
- All applications will be subject to robust medical/security/vetting processes and, candidates are advised that at some locations/establishments an enhanced level of vetting is required which may result in applications being sifted out if they do not meet the required British Nationality/Residency status. To this end, you must have resided continuously in the UK for a minimum five year period immediately prior to your application to join as a new Police Constable with MDP (with any absence from the UK being no more than six months **in total** during this time – also see Note 3). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government service, you are considered to have been resident in the UK. Once your eligibility has been confirmed, you will be asked to provide further information for both Police Vetting and National Security Vetting purposes. To be appointed, both aspects of Vetting must be satisfactorily completed.
- Having a previous criminal conviction/s or caution/s, is not an automatic bar to joining the MDP. However, you must disclose all convictions/cautions however minor when completing your application form. We will judge each case on its merits. (Parking infringements are excluded).
- You must not have tattoos on your head, face or throat area (forward of a line between the ear lobe and the collar bone). You must not have any other tattoos which could cause offence to members of the public or colleagues, or be considered lewd, potentially offensive or provocative. Tattoos on forearms, hands and neck will be assessed against this criteria; overall size/prominence/visual impact; and whether they undermine the office of Police Constable. Facial piercings and flesh tunnels/plugs or ear stretchers etc. are not acceptable.
- You must not be registered bankrupt with outstanding debts, have outstanding County Court Judgments against you or, be subject to a current Individual Voluntary Arrangement (IVA) in England and Wales. The same criteria apply for equivalencies in Scotland.
- You will need to be physically fit and you will need to pass the job-related fitness test (currently comprising of a bleep test to level 7.6). If you receive a conditional offer of employment or, are placed into a pool of successful candidates to whom it is intended a conditional offer will be made when a position arises, you will undergo a medical screening. You will also need to meet the minimum eyesight standards for corrected (glasses or contact lenses) and uncorrected vision.
- **You may only apply to one police force at a time.** Your application will not be accepted if you have previously applied unsuccessfully, within the last six months to any police force in England & Wales that requires candidates to undertake the Police SEARCH<sup>®</sup> Recruitment Assessment Centre.
- You need to hold a full UK manual driving licence with no more than 6 penalty points on it.

There is currently no requirement for new entrants to have previously attained the Certificate of Policing Knowledge. If you are still uncertain as to your eligibility or have any questions, please contact us.

# Application form for a Police Constable - New Recruit

**It is essential that you read all the guidance notes (see page 21).** This form must be printed and **handwritten in black ink using block capitals**. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked N/A.

**DATA PROTECTION ACT 1998** - 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 1998. The data will be used to assess your suitability to join the police service and may be shared by other police-related organisations in the United Kingdom in respect of any recruitment applications you make. The information you provide may also be shared with other police-related organisations for monitoring purposes.

## Section 1 About you

Personal Details – BLOCK CAPITALS PLEASE (see note 1)		
Family name (e.g. surname):		Surname at birth/previous surnames/maiden name (if different):
Forename(s):		Title (e.g. Mr, Ms, Mrs, Miss, Dr):
Date of birth:	Age	Town and country of birth:
Current address:		
Postcode:		Date of start of occupancy (month/year):
Email address [please print clearly]:		
Telephone numbers (including area code)	Home:	Work (if convenient):
	Mobile:	Other:
National Insurance number:		
Please provide your full UK manual driving licence number and category below (also see Note 1 about providing proof of driving record):		

Preferred location if application successful (Note: While the force will take your preference in to account, placement at stations will ultimately be based on business needs)	England <input type="checkbox"/>	Scotland <input type="checkbox"/>
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**Specialist Units:** Following initial training I would be interested in specialising as follows (see website for more details):

Marine Unit	<input type="checkbox"/>	Criminal Investigation Department	<input type="checkbox"/>	Special Escort Group	<input type="checkbox"/>	Tactical Support Group	<input type="checkbox"/>
Dog Section	<input type="checkbox"/>	Operational Support Unit	<input type="checkbox"/>	Central Support Group	<input type="checkbox"/>	Undecided	<input type="checkbox"/>

### Disability (see note 2)

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes the recruitment of disabled people.

Do you consider yourself to be disabled (see note 2 for definition) or have a learning difficulty, such as dyslexia, that you wish us to know about at this stage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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In support of your application, please let us know whether there are any reasonable adjustments that you feel need to be considered to assist you with the application or recruitment process.

### Nationality (see note 3)

What is your nationality?:

If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 of restrictions. Photocopy of passport enclosed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### Residency (see note 3)

You must have resided continuously in the UK for a minimum five year period immediately prior to your application to join as a new Police Constable with MDP (with any absence from the UK being no more than six months in total during this time). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government service, you are considered to have been resident in the UK.

Have you resided continuously in the UK for a minimum five year period immediately prior to this application to join the MDP? <b>If 'no' we cannot consider an application from you.</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you resided continuously in the UK for a minimum ten year period immediately prior to this application to join the MDP? <b>If 'no' please provide details below.</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Section 2 About your education and skills

### Your education (see note 9)

Please give details of schools, colleges, university or other educational institutions attended since the age of 14. **Start with the most recent and work backwards.** Continue on a separate sheet if necessary and attach it to this page.

Name and address of school/college/university (include the postcode and telephone number, if known)	Attendance from/to	Full/part-time

### Your qualifications and training

Please list all your qualifications including vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations/qualifications due to be taken. **Start with the most recent.** Continue on a separate sheet if necessary.

Examination type and subject (e.g. GCSE English)	Date passed/due to be taken	Grade (e.g. Merit, 2:1, A*)

### Skills

Please tell us about any other skills you have such as driving or language skills and, any voluntary or community activities you have been involved with.

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## Section 3 About your employment

We will contact your current and past employers over the last 10 years for references. Please provide the details of the person we should approach. Please account for any gaps in employment.

Present or most recent employment (see note 8)			
Employer's name and address		Telephone number	
		Email address	
Postcode			
Position held		Date started	Date left/notice period
Reason for leaving			
May we contact this employer now?			YES <input type="checkbox"/> NO <input type="checkbox"/>

Previous employment (see note 8)			
Start with the most recent. Continue on a separate sheet if necessary and attach it to this page.			
Employer's name and address		Telephone number	
		Email address	
	Postcode		
Position held		Date started	Date left
Reason for leaving			
Employer's name and address		Telephone number	
		Email address	
	Postcode		
Position held		Date started	Date left
Reason for leaving			
Employer's name and address		Telephone number	
		Email address	
	Postcode		
Position held		Date started	Date left
Reason for leaving			

Have you ever been dismissed from previous employment as a result of your conduct or capability? If so, please give details.

**HM Forces (see note 8)**

I have served/am serving in the:

Royal Navy  / Merchant Navy  / Royal Air Force  / Royal Marines  / Army  / Territorial Army   
 (tick as appropriate).

Other, please state

Service number		Rank/Rating	
Commanding Officer			
Unit and unit address			
		Postcode	
Telephone		Served from/to	
Email address			
Expected date of discharge		Reason for 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.			

**Previous applications to, or service with, a police force**

a) Please give details of any previous service in any police force in the UK, for example, as Police Officer, Special Constable, Police Community Support Officer, volunteer, support staff or cadet.

Dates of service from/to(month/year)	Name of Force/ Warrant No	Position held	Reason for leaving

b) Other than at (a), please give details of any previous or current applications to any police force in the UK, e.g., for a Police Officer, Police Community Support Officer, Special Constable or support staff.

Month/year of application	Name of Force	Position applied for	Result and details

c) Have you ever been dismissed from previous employment with a police force as a result of your conduct or capability or are you subject to current investigation/disciplinary procedures? If so, please give details.

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# Section 4 Other information about you

## Criminal Histories (please use a continuation sheet if required)

- Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence.
- Failure to disclose convictions or cautions will, however, result in your application being refused.
- You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, i.e. under 18 years) and any bind-overs imposed by any court. You should **include traffic convictions** such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial.
- You must also declare any charge or summons currently outstanding against you.
- You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) **or any involvement with civil, military or transport police.**
- You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).
- Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.
- **We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made.**
- The police service cannot disclose the results of these enquiries to you.

Have you ever been convicted for any offence or been formally cautioned by the police for any offence or any bind-overs imposed by any court? (You must include traffic convictions, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial. Any cautions as a juvenile should also be included.) If you have answered YES, please enter full details below.

YES

NO

Date (most recent first)	Offence/alleged offence	Result (if known)	Court/police station involved

Do you have any impending prosecutions?

YES

NO

If YES, provide full details.



**Criminal histories (continued)**

Have you ever been involved in a criminal investigation (whether or not this led to any prosecution)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please give details below.

Have you ever been associated with criminals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please give details below.

**Tattoos & Piercings (see note 4)**

Tattoos on the head, face or throat (forward of a line between the ear lobe and the collar bone) and/or facial piercings will preclude you from becoming a Ministry of Defence Police officer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Do you have any tattoos?

If YES, please complete the sections below

Where are your tattoos located? (Please indicate in the table below.)

Forearms	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Hands	<input type="checkbox"/>	Other (please specify)	
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You must include at least two photographs of each tattoo, if they are located on your arms, hands or neck. The first photograph must be a close-up of the tattoo. The second photograph must clearly show the location of the tattoo on your body.

a) Please describe the tattoo and the wording of the tattoo.

b) In addition, please provide an official translation, if applicable and, describe any personal significance or meaning you attribute to the tattoo.

**Membership of groups incompatible with police service (see note 5)**

Are you a member of the British National Party, English Defence League, the National Front or a similar group?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**Business interests (see note 6)**

Do you currently have any job or business interests which you intend to continue should you become a police officer? This includes any role that involves financial gain e.g. property rental.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please state the nature of this job or business and, the extent of your involvement (e.g. activity involved, non-executive director). Include hours spent on it.

Do you or your spouse or partner or any relative 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"/>
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If YES, please give details below.

**Financial position (see note 7)**

Unless otherwise stated, complete these questions in respect of the last six years. If YES, you must provide full details (including dates). Failure to disclose accurate information may result in your application being rejected.

	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank/building society/finance house/other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit/charge/store or cheque card withdrawn or, been notified that a card or account has been defaulted?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, have your bankruptcy debts been discharged?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been party to an Individual Voluntary Agreement (IVA), Trust Deed, Debt Referral Order (DRO), Debt Management Programme or a voluntary agreement registered with the County Court or, a Sheriffs Court or Court of Session Judgement in Scotland?	<input type="checkbox"/>	<input type="checkbox"/>	

**Financial position (continued)**

	YES	NO	Details (including dates)
Has a County Court Judgment or Sheriffs Court or Court of Session Judgement in Scotland been made against you on financial matters?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, has this been satisfied?*	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been the subject of an attachment of earnings order?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

**\*If applicable, please provide a Certificate of Satisfaction, as it is needed before your application can be processed.**

Please state below if there is any further information relating to your financial position that you should bring to our attention.

**Referees (see note 8)**

Please give names and addresses of two referees who you have known for at least three years. These should not be employers, as we will already be contacting them. They should also not be police officers or related to you.

Referee 1:	Referee 2:
Name	Name
Address	Address
Postcode	Postcode
How do you know this person?	How do you know this person?
Telephone number	Telephone number
Email address	Email address
May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>

# Section 5 Competency Assessment

It is important that you read note 10 before completing this section.

Questions 1 to 4 should only be completed by applicants who are not in possession of:

- GCSEs in English Language and Mathematics at Grade C or above, or equivalents.
- A valid SEARCH pass, achieved within 12 months preceding submission of the application form.

If you have GCSEs in English Language and Mathematics at Grade C or above but are unable to provide the appropriate documentation to verify this, and therefore require the competency assessment to be marked, please tick here:

- At this stage of the application, it is vital that candidates can demonstrate the competencies needed to be effective in the role of a Police Constable in order for your application to proceed to the next stage.
- Please write only in the spaces provided. Any response outside of the spaces provided will not be assessed. You must not add extra lines or in any way increase the size of the space available for each section.
- Do not use continuation pages as these will not be assessed.
- Please answer truthfully as you may be asked to expand on these examples at assessment.
- Please write clearly and concisely and, pay attention to your spelling, handwriting, punctuation and grammar, as these will be assessed.

## Q1 Professionalism

Please describe a specific occasion when you have intervened to take control of a situation.

Why was it necessary to intervene in the situation?

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What did you do to take control of the situation?

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What did you consider when intervening in the situation?

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What was particularly good or effective about how you intervened to take control of the situation?

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What difficulties did you experience and how did you overcome them?

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**Q2 Working with others**

**Please describe a specific occasion when you have encouraged a person to view an issue more positively**

Why was it necessary to encourage the person to view the issue more positively?

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How did you encourage the person to view the issue more positively?

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What did you consider when encouraging the person to view the issue more positively?

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What was particularly good or effective about how you encouraged the person to view the issue more positively?

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What difficulties did you experience and how did you overcome them?

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**Q3 Decision Making**

**Please describe a specific occasion when you have considered a number of options before making a decision.**

Why was it necessary to consider a number of options before making the decision?

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What did you consider when identifying the options?

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What did you consider when making the decision?

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What was particularly good or effective about how you identified the options and made the decision?

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What difficulties did you experience and how did you overcome them?

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**Q4 Service Delivery**

**Please describe a specific occasion when you have had to manage your time effectively in order to complete a task.**

Why did you have to manage your time effectively in order to complete the task?

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How did you manage your time effectively in order to complete the task?

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What did you consider to make sure you completed the task?

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What was particularly good or effective about how you managed your time?

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What difficulties did you experience and how did you overcome them?

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**Questions 5 to 10 below should be completed by all applicants.** We want to know something about your motivations to be a police officer. We want to know your expectations of police work and what preparation you have undertaken before applying. **These questions are important** and you may not progress to the next stage if you do not answer these questions fully.

**Q5 Tell us why you want to become a police officer.**

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**Q6 Tell us why you have applied to the Ministry of Defence Police rather than another force.**

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**Q7 Tell us in some detail what tasks you expect to be undertaking as a police officer.**

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**Q8 Tell us what effect you expect being a police officer to have on your social and domestic life.**

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**Q9 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 a police officer?**

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**Q10 If you have previously applied to be a police officer, Special Constable or Police Community Support Officer (PCSO), what have you done since your last application to better prepare yourself for the role of a police officer?**

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# Equal Opportunities

The police service is an equal opportunities organisation and is determined to ensure that:

- The workforce reflects the diverse society which it serves and, that the working environment is free from any form of discrimination, victimisation or harassment;
- No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, ethnic or national origins, religion or belief or disability. This is subject to the police service engaging in a positive action scheme which intends to overcome or minimise a person's disadvantage; and
- No job applicant or volunteer is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim.

The information supplied will be treated in the strictest confidence and will not affect your job application in any way.

**Completion of this section of the application form is voluntary but, the information will help us to ensure equality of opportunity. This information forms no part of the recruitment process. It will be detached from your application on receipt.**

<b>Age</b>	18–25 <input type="checkbox"/>	26–49 <input type="checkbox"/>	50+ <input type="checkbox"/>
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<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Is your gender different to that which you were assigned at birth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Disability*</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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\* Under the Equality Act 2010 a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. Cancer, HIV infection and multiple sclerosis are all conditions that are defined under the Equality Act 2010.

<b>Ethnic origin</b>					
<b>White</b>	British	<input type="checkbox"/>	<b>Black or Black British</b>	African	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		Caribbean	<input type="checkbox"/>
	Any other White background	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>
<b>Mixed</b>	White & Asian	<input type="checkbox"/>	<b>Chinese or other ethnic group</b>	Chinese	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>		Any other (please state)	<input type="checkbox"/>
	White & Black Caribbean	<input type="checkbox"/>			
	Any other Mixed background	<input type="checkbox"/>			
<b>Asian or Asian British</b>	Bangladeshi	<input type="checkbox"/>	<b>Prefer not to say</b>		<input type="checkbox"/>
	Indian	<input type="checkbox"/>			
	Pakistani	<input type="checkbox"/>			
	Any other Asian background	<input type="checkbox"/>			

<b>Sexual orientation</b>			
Bisexual	<input type="checkbox"/>	Gay/Lesbian	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

<b>Religious belief/faith</b>			
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	None	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		

# Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the police service. The completion of this form is voluntary **(Tick any that apply)**.

Website (please state site)	<input type="checkbox"/>	
Social Media (Twitter, Facebook etc.)	<input type="checkbox"/>	
Police officer or other police service employee	<input type="checkbox"/>	
Friend/family/other word of mouth	<input type="checkbox"/>	
Careers office/school/college/library	<input type="checkbox"/>	
Jobcentre Plus (please state which)	<input type="checkbox"/>	
At local event (please state venue)	<input type="checkbox"/>	
In local press (please state publication)	<input type="checkbox"/>	
In national press (please state publication)	<input type="checkbox"/>	
On television (please state channel)	<input type="checkbox"/>	
At the cinema (please state venue)	<input type="checkbox"/>	
On a recruitment poster (please state where, e.g. on bus)	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	
Please give details of any other media, interviews or articles which prompted your application.		
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## Section 6 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.

Please tick the boxes to indicate your understanding and agreement.

I understand that:

I must inform the Resourcing Team without delay of any change in my circumstances.	<input type="checkbox"/>	Any offer of appointment will be subject to satisfactory references (I consent to references being sought), vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness.	<input type="checkbox"/>
Criminal conviction checks will be made against myself and my family members and, I have informed them of this.	<input type="checkbox"/>	A conditional offer of appointment may be subject to fingerprints and a DNA sample being taken and, checked against the relevant databases	<input type="checkbox"/>
Financial checks will be undertaken to verify my financial status and, that all such information will be treated in confidence. I consent to these checks being made.	<input type="checkbox"/>	If I am appointed my fingerprints and a sample of my DNA may be held on record for elimination purposes.	<input type="checkbox"/>
Formal disclosure of my Service Character Assessment (Armed Forces) (if applicable) will be sought and I consent to the provision of this.	<input type="checkbox"/>	No member of groups such as the British National Party (BNP), English Defence League (EDL) or other similar membership groups, whose aims, objectives or pronouncements may contradict the duty to promote race equality, can join the police service.	<input type="checkbox"/>
Successful candidates must serve wherever required to do so within the force area.	<input type="checkbox"/>	The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand that this information may be shared with other police forces.	<input type="checkbox"/>
The Chief Officer retains the right to reject any application without giving reasons.	<input type="checkbox"/>	A member of a police force who has deliberately made any false statement or omitted information in connection with their appointment may subsequently be liable to misconduct proceedings.	<input type="checkbox"/>
Signature	Date		

## Checklist

### 1) Read through your completed application form carefully.

Ensure that it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.

Failure to provide accurate and complete information may result in your application being delayed or rejected.

If after reading through the recruitment material you have any remaining questions, please feel free to contact the Resourcing Team via the website. Remember to make a photocopy of your completed application form.

### 2) Before returning your application form please check that you have done the following:

Have you included a telephone number and email address on which you can be contacted?

If you are a Commonwealth citizen or other foreign national, have you included a photocopy of your passport with evidence that your stay in the UK is not subject to restrictions?

If applicable, have you enclosed photographs of any tattoos on your arms, hands and neck?

If applicable, have you enclosed a Certificate of Satisfaction (section 4 'financial position')?

If applicable, have you enclosed copies of your SEARCH results if transferring them to MDP?

If applicable, have you enclosed copies of your education certificates for English and Maths?

Have you enclosed a copy of your photo card driving licence and evidence of your driving record from DVLA? Or a copy of your paper counterpart licence if you are applying from Northern Ireland.

Have you enclosed 2 x passport style photographs of yourself?

Have you signed the declaration in section 6?

Have you completed and enclosed the Equal Opportunities Form and Marketing Form?

**The completed application form and all enclosures should be sent to: DBS Civ Pers - MDP Resourcing Team, Room 30, Building 1071, MDP HQ Wethersfield, Braintree, Essex, CM7 4AZ**

**Please ensure you have paid the correct postage, as failure to do so can delay your application.**

# Guidance notes for the completion of this application form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before you complete the form.

You might also find it helpful to retain a copy of your completed application to refer to later.

## Note 1: Personal Details

### General

Applicants for the police service must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

### National Insurance Number

Your application will not be processed without a National Insurance number.

### Driving Licence

MDP require a full UK manual driving licence with no more than six penalty points on application. You must provide your licence number. Those without a licence are ineligible to apply.

Since 8 June 2015, the paper counterpart to the photo card driving licence is not valid and, is no longer issued by DVLA, except for drivers in Northern Ireland. MDP require you to provide evidence of your driving record (entitlements and/or penalty points); you can do this online for free at the following site:

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

- You can then enter the following information:
  - Driving Licence Number
  - NI Number
  - Postcode
- Hit 'View now' .....then print (3 tabs):
- 'Your details',
- 'Vehicles you can drive' and
- 'Penalties and Disqualification' pages

Print your licence information and submit the printed pages containing the above information and, a copy of your photo card licence with your application form.

Applicants from Northern Ireland, where paper counterpart driving licences continue to be issued, must include a copy of their paper counterpart licence with their application.

### Posting Preference

Preferred location: please select either England or Scotland or tick both boxes if no preference. Also select any specialist units you may be interested in.

## **Note 2: Health, fitness, eyesight and disability**

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Successful applicants who receive a conditional offer of employment or, who are placed in a pool of successful candidates to whom we intend to make a conditional offer when a position arises, will then be asked prior to appointment to fill in a medical questionnaire and undertake a medical examination which will also include an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test.

Information about the medical and eyesight standards, the fitness test and fitness training can be found on our recruitment website.

**The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to undertake the assessment process.**

**In order for reasonable adjustments to be considered for a specific learning difficulty, you are required to provide a psychologist report undertaken as an adult [i.e. 16 or over].**

**Disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.**

## **Note 3: Nationality**

All applications will be subject to robust medical/security/vetting processes and candidates are advised that at some locations/establishments an enhanced level of vetting is required which may result in applications being sifted out if they do not meet the required British Nationality/Residency status.

To this end, you must have resided continuously in the UK for a minimum five year period immediately prior to your application to join as a new Police Constable with MDP (with any absence from the UK being no more than six months in total during this time). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government Service, you are considered to have been resident in the UK.

This means that if you have worked, travelled studied etc. outside the UK for more than 6 months in total during the last 5 years, unless it was in UK Government Service, you cannot join the MDP. For certain sensitive postings this is extended to 10 years.

**Do not send your actual passport with this application.**

Other documentary evidence of your status may be required.

**Note:** All candidates will be required to produce their passports when attending an Assessment Centre.

#### **Note 4: Tattoos & Piercings**

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues or, could bring discredit to the police service. It depends on their size, nature, location and, sometimes on the extent.

If you have tattoos on your head, face or throat area (forward of a line between the ear lobe and the collar bone) this will preclude you from becoming a Ministry of Defence Police Constable.

If you have visible tattoos located other than on your head, face or throat area you must indicate their location and provide at least two photographs of each tattoo. The first must be a close-up of the tattoo and the second must clearly show the location of the tattoo on your body.

Please ensure that you describe the tattoo and the wording, providing an official translation from a suitably qualified person/translator if non English words and symbols are present. Describe any personal significance or meaning that you attribute to the tattoo.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of Police Constable;
- Could cause offence to members of the public or colleagues and/or invite provocation;
- Are potentially offensive, numerous or particularly prominent;
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community;
- Indicate alignment with a particular group that could give offence to members of the public or colleagues; and/or
- Are considered to be discriminatory, rude lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Facial piercings are not permitted because they are considered to undermine the dignity and authority of a police officer. There are also implications for an officer's safety. Applicants must not have flesh tunnels/plugs or ear stretchers etc. If removed, any ear lobe damage must not be readily visible. Applicants must seek advice from the DBS Resourcing Team if they believe that they may be unable to comply with our requirements.

All applicants must also inform the Resourcing Team if at any stage of their application; they acquire any further tattoos, piercings or any other body art or are considering doing so, as their suitability may be affected.

#### **Note 5: Membership of groups incompatible with police service**

The police service has a policy of prohibiting any of their officers, civilian staff or volunteers from becoming members of groups such as the British National Party (BNP), English Defence League (EDL), Combat 18, National Front etc., whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are a member of the BNP, or a similar group, your application will be rejected.

#### **Note 6: Business Interests**

Unless the Chief Officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.

- You, your spouse or partner or, any relative living with you hold or have a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or, the regulation of places of entertainment.

However, the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

### **Note 7: Financial Position**

Police officers are in a privileged position with regard to access to information and, could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore, be under pressure from undischarged debts or liabilities and, should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgments outstanding against them or, who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court Judgments may be considered.
- Applicants who have been registered as bankrupt and, their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court, or Scottish equivalents, may not be considered.

### **Note 8: Employment**

You are asked to provide details of employment covering at least the last ten years. Include full-time and part-time work and answer the questions in each of the columns.

We will not make enquiries with your current employer unless you are recommended for appointment or, unless you have agreed to let us approach them now.

You must account for any gaps in employment and provide details of someone who can verify this.

#### **References**

Give the names, addresses and telephone numbers of two referees and include the position they hold, if known.

They should not:

- be your current or previous employer,
- be a police officer; or
- be related to you



You should have known them for at least three years.

### **HM Forces**

Applications from members of the services who have 12 months or more before discharge may still be accepted, at the discretion of the Chief Officer. Please enclose confirmation of your projected date of discharge (e.g. a letter from your Commanding Officer).

Due to the nature of employment with HM Forces, it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to your current employer's reference, if different.

It is at the discretion of the Chief Officer as to whether successful applicants are allowed to remain on the Reserve List.

### **Note 9: Education and Skills**

Qualifications are not a requirement for appointment but, if recommended for appointment you may be required to produce examination certificates for training and development purposes. If you are still in, or have recently left, full-time education, we may also ask for the name of a referee from the relevant institution.

### **Note 10: Competency assessment – Section 5**

Questions 1 to 4 should only be completed by applicants who do not fall in to the following categories:

- Applicants who have passed GCSEs in English Language and Mathematics at Grade C or above, or equivalents: Copies of relevant qualification certificates must be submitted along with the application form (otherwise the form will be returned to you). Equivalents must be in the subject areas provided, irrespective of whether you have qualifications in other subjects at a higher level.
- Applicants who are transferring SEARCH tickets: A copy of the SEARCH results must be submitted with the application form. The SEARCH pass must have been achieved within the 12 months preceding submission of the application form and this must meet the standard required for the MDP. More details are available on the website.

If you have GCSEs in English Language and Mathematics at Grade C or above but are unable to provide the appropriate documentation to verify this, and therefore require the competency assessment to be marked, this should be annotated in the given tick box.

### **What you need to do:**

We are looking for evidence of the qualities you already have or, may develop to enable you to carry out the role of a Police Constable. Your answers here will be used to decide whether your application progresses to the next stage. It is important therefore, that you think carefully about your answers. The content of your response and the standard of your written communication are assessed throughout your application. If you are unsuccessful, you will not be able to reapply for at least six months.

Questions 1 to 4 ask you to provide four specific examples from your recent past experience about situations you have encountered.

**You must 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.

- You should read the questions fully and choose your examples very carefully. Each question has a number of prompts. Make sure that you consider all of the prompts.
- Try to use examples that you found difficult or challenging to deal with.

In addition to the four competency questions, your answers to questions 5 to 10 are also assessed. These ask about your motivations to become a police officer in your chosen police force, your expectations of the role and what preparation you have undertaken to apply.

- Answer all of the questions. If you leave a question blank or tell us that you cannot think of an answer, it is very unlikely that you will pass.
- In all parts of the form, please write clearly and concisely. If we cannot read it or understand it, we cannot score it. Pay attention to your spelling, handwriting, punctuation and grammar. You are being assessed throughout this part of the application form on your written skills. We also expect your examples to be succinct and fluently written, as any police report would be.
- Avoid using jargon or slang terms. Remember that this is a formal application for an important and responsible role.
- You must not add extra sheets, write outside the space provided or, write between the lines. No marks will be given for evidence outside the space provided. Write only a single line of text on each line.
- The application must be all your own work. Be honest and expect to be questioned on any answers that you give. Applications that contain any material which is not original and accurate may be discontinued.

We have developed an example of the style of answer we would like for the competency assessment questions 1 to 4. This should give you an idea of the kind of detail that we need from you.

**Example response:**

**Question:** Please describe a specific occasion when you have had to adapt to a new situation.

**Why was it necessary to adapt to the new situation?**

I work for a pharmaceutical company and when the management changed we moved from a smaller office in a traditional building to all being in one big, modern open-plan office. I had to adapt because the working environment was completely different. I knew I'd have to find a different way of working.

**What did you do to adapt to the new situation?**

I knew that open plan offices could be noisy so I brought in my MP3 player so that I could listen to it through headphones if I needed to zone out and concentrate on my work. I also put effort in to making sure that I was considerate of the needs of others in the office.

**What did you consider when adapting to the new situation?**

I considered that I was not the only one in this situation and, that other people would have to adapt to the new office too. I also thought about all the different tasks I had to do and thought about how I would need to approach them differently in the new office. I tried to think outside the box and not be constrained by old ways of doing things.

**What was particularly good or effective about how you adapted to the new situation?**

I think it was effective that I made myself adapt quickly to the new way of working and that I was prepared to work hard at making the new office pleasant for everyone. I knew that I might not find it easy at first but, that if I put the effort in, I'd adapt to the new office in no time.

**What difficulties did you experience and how did you overcome them?**

Some people were upset about moving to the new office and did not like it that things were changing. I overcame this problem by telling them about the benefits of the new office and how we all need to be open to change. It was also sometimes difficult to work in high levels of noise, so if I needed to concentrate I booked myself a private quiet room for the day.

# A final word

## What can hold up the process?

Your application and Assessment can be completed within six - twelve months dependent on individual circumstances, number of candidates in the system and the numbers we require to be recruited each year. However, these are some of the more common reasons that can cause delays:

- A medical query raised by the Force Occupational Health Provider. This may need reference to your Doctor and, your consent will need to be obtained before your Doctor is approached. You may find it helpful to discuss any medical issues or concerns at an early stage by emailing [MDP-Health@mod.uk](mailto:MDP-Health@mod.uk) in confidence.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and, delays in obtaining references from referees.
- Failure to complete all parts of the application form or, to include copies of all the documents requested or, to sign the declaration. Incomplete applications will be returned to the sender.
- Failure to ensure the correct postage is paid when sending in your application. You may wish to send it recorded delivery to ensure it gets to us.
- Failure to properly train for the fitness test and, pass it first time.
- Failure to advise the Resourcing Team of changes to contact details including email address and telephone numbers to ensure we can contact you when needed.
- Correspondence from us ending up in candidates' junk email folders. Please add [dbs-mdprecruitmentenquiries@mod.uk](mailto:dbs-mdprecruitmentenquiries@mod.uk) as a favourite/trusted contact to avoid this.

Your cooperation can help to avoid delays.