

# MINISTRY OF DEFENCE POLICE



## HOW TO SUBMITTING YOUR APPLICATION AND ASSOCIATED DOCUMENTS

## **INVITATION TO APPLY**

If you successfully pass the pre-screen stage of the process, you will be invited to apply.

The application form will be sent to you by email on the opening day of the campaign and will be in the form of a PDF document.

The email will give you more information on how to submit the form and by what date/time you must have done so.

## **SUBMITTING YOUR FORM CORRECTLY**

Please ensure you do the following:

1. Complete the form electronically, carefully ensuring the information you give is accurate and that all fields are populated, with N/A given where not applicable.
2. Use a word document as a continuation form if needed for any section and attach it with the application form to the email – please just ensure you refer to the section the information relates to.
3. Ensure you have covered the last 10 years in terms of employment and education – you will need to account for any gaps no matter how small and provide a rationale for these, including all periods of unemployment.
4. Do not alter the format of the form and avoid using MACs to complete it, as sometimes these result in the fields being blank when we go to open it on MOD systems.
5. Ensure you return the form attached to an email, we can not accept files shared on online areas such as OneDrive, google drive and Dropbox etc or documents in the body of the email.
6. Your email subject line should read:

### **DATE-MDP APPLICATION-SURNAME-FIRSTNAME-STATION -OSP**

(for example, 20240610-MDP APPLICATION-BLOGGS-JOE-AWE-OSP)

## **ADDITIONAL ATTACHMENTS**

As well as your application form and any continuation sheets attached to the email you must also attach the following (Ensure they do not appear in the body of the email when sent) using the advised naming convention:

1. A passport style photograph (head and shoulders) – these can be taken using a phone but must be attached to the email and not in the body.
2. A clear scanned copy of your British Passport.
3. A clear scanned/photo of your photo card driving licence (and counterpart if you live in Northern Ireland). Your photo card must be in date and reflect current home address to be accepted.
4. A clear scanned copy or upload of your DVLA Driving Record Summary (our website and the application guidance notes will give you information on how to obtain this, but you could also visit the DVLA website in advance to test it).

5. Clear scanned copies of your educational certificates evidencing your qualifications in English Language and Maths at Level 2 (i.e. GCSE Grade C/Level 4 and above, Functionals Skills Level 2, SQA National 5 etc)

**Where applicable you will also have to provide/attach:**

1. Clear colour photos of any non-intimate tattoos.
2. A formal translation from a reputable source for any foreign language or symbol tattoos.
3. Clear scanned copies of any certificates of satisfaction/discharge letters in relation to historical debts.
4. Electronic copy of a psychologist report undertaken as an adult (16+) if you are intending to seek any reasonable adjustments for any learning disability.
5. Clear scanned copies of Deed Poll paperwork if you have changed your name at any time.
6. Copy of College of Policing online assessment pass (candidate feedback report) where undertaken within the 12 months preceding your application.

Again, please ensure these are all uploaded to the email as attachments, do not share using online sharing platforms and do not put it in the body of the email. We would recommend using a computer rather than a mobile device to submit the email with all your attachments, to ensure this does not happen.

**We wish you the best of luck with your application**

***MDP RESOURCING***

**Please note: Failure to complete the application form correctly, and provide the correct attachments, named correctly and in the correct format, will result in your application form being rejected – we urge you to double check everything is correctly completed and attached before submitting**

## **USEFUL INFORMATION**

### **QUALIFICATION COMPARISON TABLE**

<https://eal.org.uk/support/document-library/7-uk-qualifications-comparison-table/file>

### **COMPARING FOREIGN QUALIFICATIONS (STATEMENT OF COMPARABILITY)**

<https://www.naric.org.uk/naric/>

### **REQUEST RELACEMENT QUALIFICATION CERTIFICATES**

<https://www.gov.uk/replacement-exam-certificate>

### **USEFUL SITES FOR ADULT EDUCATION**

<https://www.thinkemployment.com/>

<https://nationalcareersservice.direct.gov.uk/course-directory/home>

### **DOWNLOADING YOUR DVLA DRIVING SUMMARY**

#### **Driving Licence**

MDP require you to hold a full UK manual driving licence with no more than six penalty points at the point of 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 it is no longer issued by the 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, free of charge, 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'
- Select 'Get Your Check Code'
- Select 'Get a Code'
- Select 'Print or Save a driving summary'

Save and attach the downloaded summary page, 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 attach a copy of their paper counterpart licence with their application.

The Summary you download should resemble this:

**Driver & Vehicle Licensing Agency**  
Licence summary

You can share this licence information summary with someone else like your employer or your hire firm.

XXXXXXXXXXXX  
Driving licence number: XXXXXXXX  
Check code: XXXXXXXX  
Licence issued: 01 February 2012  
Licence expires: 01 February 2017

This code:  
• is your name  
• is valid for 21 days  
• is only for use once

Date summary generated: 24 April 2018 15:48

**Driving Status**  
Current Full Licence

**Endorsements**  
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

Category	Start date	Expiry date	Code
A	01 January 2012	01 February 2017	2012
B	01 January 2012	01 February 2017	2012
C	01 January 2012	01 February 2017	2012
D	01 January 2012	01 February 2017	2012
E	01 January 2012	01 February 2017	2012
F	01 January 2012	01 February 2017	2012
G	01 January 2012	01 February 2017	2012
H	01 January 2012	01 February 2017	2012
I	01 January 2012	01 February 2017	2012
J	01 January 2012	01 February 2017	2012
K	01 January 2012	01 February 2017	2012
L	01 January 2012	01 February 2017	2012
M	01 January 2012	01 February 2017	2012
N	01 January 2012	01 February 2017	2012
O	01 January 2012	01 February 2017	2012
P	01 January 2012	01 February 2017	2012
Q	01 January 2012	01 February 2017	2012
R	01 January 2012	01 February 2017	2012
S	01 January 2012	01 February 2017	2012
T	01 January 2012	01 February 2017	2012
U	01 January 2012	01 February 2017	2012
V	01 January 2012	01 February 2017	2012
W	01 January 2012	01 February 2017	2012
X	01 January 2012	01 February 2017	2012
Y	01 January 2012	01 February 2017	2012
Z	01 January 2012	01 February 2017	2012

## HINTS AND TIPS IF YOU PASS THE SIFT

If you apply and pass the sift, here are some hints and tips in order to improve your chances of being successful in the recruitment process:

1. Thoroughly research the force to fully understand what the MDP do and what tasks you would be undertaking as an officer within the force. Be sure of your reasons for wanting to join and how that may impact on you personally or your family life.
2. Research Police Competency frameworks and honesty and integrity values in advance of any interview process and ensure you fully understand what competencies and behaviours you will be expected to demonstrate. Guidance on each stage of the process will be provided to you before you undertake it in order to allow you to prepare.
3. Assess yourself against our medical standards, including those related to common conditions, eyesight, colour vision, hearing and BMI. Ensure you are fully aware of any implications this may have for you if you reach that stage. More information is available on our website here: <https://www.mod.police.uk/medical-standards/>

4. Read the information on our website regarding the fitness standard and ensure you can achieve this standard before you apply. You will only get 2 attempts to pass and will be expected to maintain the force fitness standard throughout your career. Is this something you will be able to do? More info can be found here: <https://www.mod.police.uk/fitness/>

If you have any queries regarding the eligibility criteria, you can email us at any time on [MDP-RecruitmentEnquiries@mod.gov.uk](mailto:MDP-RecruitmentEnquiries@mod.gov.uk)

Please visit our website and follow our social media channels for more information on the Force and any changes to the eligibility criteria.

[www.mod.police.uk](http://www.mod.police.uk)

[www.facebook.com/MinistryofDefencePolice](https://www.facebook.com/MinistryofDefencePolice)

[www.twitter.com/MODPolice](https://www.twitter.com/MODPolice)