



# **Ministry of Defence Police (MDP)**

## **New Recruit Application Form**

June 2024

## 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 and vetting processes.
- 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 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 – 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.

Candidates must be sole British Nationals and British Passport holders. We are unable to accept applications from anyone who holds foreign or dual nationality rights.

- Having a previous criminal conviction/s or caution/s, is not an automatic bar to joining the MDP. 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).
- The MDP applies a tattoo and piercings policy. All tattoos are assessed individually. You must not have tattoos on your face unless they are as a result of cosmetic surgery or a medical procedure. You must not have any other tattoos which could cause offence to members of the public or colleagues, indicate alignment with any political party or extremist group or be considered discriminatory, racist, sexist, sectarian, homophobic, violent, intimidating or offensive. Tattoos will be assessed against size/prominence/visual impact and whether they undermine the office of Police Constable. Flesh tunnels/plugs or ear stretchers, that when removed leave a hole greater than 4mm, provide a significant health and safety risk and therefore will lead to automatic rejection.
- You must not be registered bankrupt with outstanding debts or have outstanding County Court Judgements. The same criteria is applicable for equivalencies in Scotland. Those with existing IVAs or debt management plans may apply, but will be required to provide evidence of how they are able to manage their debts and that they are up to date with their payments.
- You must have a level 2 qualification in English and Mathematics at grade C/level 4 or equivalent (for example Functional Skills Level 2 in these subject areas). Copies of relevant qualification certificates must be enclosed with the application form. Qualifications in different subjects are not acceptable irrespective of the level achieved.
- There is currently no requirement for new entrants to have previously attained the Certificate of Knowledge in Policing.
- You must hold a full UK manual car driving licence, with no more than 6 penalty points.
- You will need to be physically fit and you will need to pass the MDP Physical Employment Standards Job-Related Fitness Test (PES-JRFT). 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 also undergo a medical screening. You will need to meet the minimum eyesight standards for corrected (glasses or contact lenses) and uncorrected vision. More information on the health and fitness standards are available on the website - [www.mod.police.uk](http://www.mod.police.uk)

If you are still uncertain as to your eligibility or have any questions, please contact us.

# Police Constable - New Recruit

It is essential that you read all the guidance notes (see page 20). This form must be completed electronically. Use continuation pages only where allowed and clearly mark which questions, they refer to. 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 (DPA) 2018/GENERAL DATA PROTECTION REGULATION (GDPR) 2018** -The information you provide in this application form will be entered in to a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the DPA 2018/GDPR 2018. 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.

Your information will only be held in an identifiable form for as-long as is necessary and in accordance with our retention schedule. You have certain rights under the DPA/GDPR and associated data protection laws regarding your personal data; this includes the right to access data held about yourself, to ensure it is accurate and to ask for it to be deleted or no longer processed. You also have the right to complain if you are not happy about any aspect of the processing of your data. More information is available in the Information Charter on our GOV.UK page.

## 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 (see Note 1 about providing proof of driving record):

### Disability (see Note 2)

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes those with any disability to apply.

Do you consider yourself to be disabled (see note 2 for definition) or have a neurodiversity, such as dyslexia, that you wish us to know about at this stage?

YES

☐

NO

☐

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. To be considered for an adjustment, you must attach a copy of a psychologist report undertaken as an adult (16+) with your application.

### Nationality (see Note 3)

What is your nationality?

You must include a copy of your British passport .

YES

NO

Copy of passport attached?

### 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? **If 'NO' we cannot consider an application from you.**

YES

☐

NO

☐

Have you resided continuously in the UK for a minimum ten-year period immediately prior to this application to join the MDP? **If 'NO' we cannot accept an application from you for any post requiring DV clearance. Please provide details below.**

YES

☐

NO

☐

## Section 2 About your education and skills

### Your education (see Note 4)

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 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

To be eligible to apply you **must** have a level 2 qualification in English and Mathematics at grade C/level 4 or equivalent (i.e. Functional Skills Level 2, GCSE or SQA National 5). Copies of these relevant qualification certificates must be attached with the application form. You **DO NOT** need to include proof of qualifications other than those in Mathematics and English, however please list all your qualifications including vocational/professional qualifications, short courses and relevant in-house training. 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. level, 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, from the last 10 years, for references. Please provide details of whom we should approach. You **MUST** also account for any gaps in employment, including all periods of unemployment.

### Present or most recent employment (see Note 5)

Employer's name and address		Telephone number	
		Email address	
Postcode		Date started	Date left/notice period
Position held			
Reason for leaving			
May we contact this employer now?		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

### Previous employment (see Note 5)

Start with the most recent. Continue separate sheet if necessary and attach it to this page.

Employer's name and address		Telephone number	
		Email address	
Postcode		Date started	Date left
Position held			
Reason for leaving			
Employer's name and address		Telephone number	
		Email address	
Postcode		Date started	Date left
Position held			
Reason for leaving			
Employer's name and address		Telephone number	
		Email address	
Postcode		Date started	Date left
Position held			
Reason for leaving			

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

### HM Forces (see Note 5)

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 because of your conduct or capability or are you subject to current investigation/disciplinary procedures? If so, please give details.

## Section 4 Other information about you

### Criminal Histories (please use 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 this led to prosecution (either of yourself or others) or not.
- 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 this led to any prosecution or not)?

YES

☐

NO

☐

If YES, please give details below

Have you ever been associated with criminals?

YES

☐

NO

☐

If YES, please give details below

**Tattoos & Piercings (see Note 6)**

Inappropriate tattoos and/or facial piercings will preclude you from becoming a Ministry of Defence Police officer.

Do you have any tattoos?

YES

☐

NO

☐

If YES, please complete the sections below

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

Forearms

☐

Neck

☐

Hands

☐

Other (please specify)

For all tattoos, except those where the location is of an intimate nature, you must attach at least two colour photographs of each, with a visible measure for scale. 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 describe any personal significance or meaning you attribute to each declared tattoo, and where applicable attach an official translation with the application. **Translations must be from a reputable and qualified company/individual.**

**Membership of groups incompatible with police service (see Note 7)**

Are you a member of the British National Party, English Defence League, the National Front or a similar group?

YES

☐

NO

☐

**Business interests (see Note 8)**

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) including 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 9)**

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 Sheriff's 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 attach a Certificate of Satisfaction. This will be required 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 10)**

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 Why you want to become a police officer

**Questions 1-6 below should be completed by all applicants.** We want to know 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.

**Q1 Why do you want to become a police officer?**

**Q2 Why have you applied to the Ministry of Defence Police rather than another force?**

**Q3 What tasks do you expect to be undertaking as a police officer?**

**Q4 What effect do you expect being a police officer to have on your social and domestic life?**

**Q5 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?**

**Q6 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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## 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, vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness. I consent to references being sought and my personal information being processed.	<input type="checkbox"/>
Criminal conviction checks will be made against myself and my family members and, I must inform 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 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"/>
Where applicable, formal disclosure of my Service Character Assessment within the Armed Forces 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 will 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	

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## Section 7 Equal Opportunities

The police service is proud to be an equal opportunities organisation. We believe that every member of our policing community deserves to work in a fair and inclusive environment. We are determined to ensure that:

- Our workforce reflects the diverse society which it serves, and that the working environment is free from any form of discrimination, victimisation or harassment; and
- No job applicant or employee is treated more or less favourably on the grounds of age, disability, ethnicity, gender reassignment, marriage, sex, sexual orientation, pregnancy or religion or belief.

You can help us achieve this by sharing information about you. Completion of this section of the form is voluntary, but with your help, we can build data that accurately reflects recruitment diversity and shapes the future planning of our diversity, equality and inclusion work. 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 upon receipt and processed in accordance with the DPA 2018/GDPR 2018. Your information will be used to form organisational statistics and reports; these will not personally identify you or any other individual.**

<b>Age</b>	18–25 <input type="checkbox"/>	26–49 <input type="checkbox"/>	50+ <input type="checkbox"/>		
<b>Sex</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Intersex <input type="checkbox"/>	Other (please state):	Prefer not to say <input type="checkbox"/>
<b>Gender Identity</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer to self-describe:		Prefer not to say <input type="checkbox"/>
<b>Is your gender identity the same as the sex you were assigned at birth?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Do you consider yourself to have a *Disability?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>* 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.</p>					
<b>Ethnic origin</b>					
White	British <input type="checkbox"/>		Black or Black British	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"/>	
Mixed	White & Asian <input type="checkbox"/>		Chinese or other ethnic group	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"/>				
Asian or Asian British	Bangladeshi <input type="checkbox"/>		Prefer not to say <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"/>				Prefer not to say <input type="checkbox"/>	
Heterosexual <input type="checkbox"/>				Prefer to self-describe (please state) <input type="checkbox"/>	
Gay/Lesbian <input type="checkbox"/>					
Non-binary <input type="checkbox"/>					
<b>Religious belief/faith</b>					
Buddhist <input type="checkbox"/>				Sikh <input type="checkbox"/>	
Hindu <input type="checkbox"/>				Prefer not to say <input type="checkbox"/>	
Muslim <input type="checkbox"/>				None <input type="checkbox"/>	
Christian <input type="checkbox"/>				Other (please state) <input type="checkbox"/>	
Jewish <input type="checkbox"/>					



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## Section 8 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 police service employee	<input type="checkbox"/>	
Friend/family/other word of mouth	<input type="checkbox"/>	
Careers office/school/college/library	<input type="checkbox"/>	
Job Centre 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"/>	
Careers Transition Partnership event (please specify which)		
Military resettlement event (please specify which)		
Family Day event (please specify which)		
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 9 Checklist

<b>1) Read through your completed application form carefully.</b>	
<p>Ensure that it is fully completed and that you have answered all the questions, marking them not applicable (N/A) where appropriate.</p> <p>Failure to provide accurate and complete information may result in your application being delayed or rejected.</p>	<p>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 keep a copy of your completed application form for your future reference.</p>
<b>2) Before returning your application form please check that you have done the following:</b>	
Have you included a telephone number and email address on which you can be contacted?	<input type="checkbox"/>
Have you attached a passport style photograph of yourself?	<input type="checkbox"/>
Have you attached a copy of your photo card driving licence and your driving record summary from GOV.UK? Or, have you attached a copy of your paper counterpart licence, if you are applying from Northern Ireland?	<input type="checkbox"/>
Have you attached a copy of your British passport?	<input type="checkbox"/>
If applicable, if you reach the assessment stage and would be seeking reasonable adjustments for any learning difficulty, have you attached a psychologist report undertaken as an adult (16+)?	<input type="checkbox"/>
Have you attached copies of your education certificates for Level 2 qualifications in English and Mathematics <b>only</b> (GCSE grade C/level 4 or equivalent)? (Section 2 Education)	<input type="checkbox"/>
If applicable, have you attached photographs of your tattoos (excluding those where the location is of an intimate nature), provided a description of each and an official translation where applicable?	<input type="checkbox"/>
If applicable, have you attached a Certificate of Satisfaction (Section 4 'Financial Position')?	<input type="checkbox"/>
Have you electronically signed the declaration in Section 6?	<input type="checkbox"/>
Have you completed the Equal Opportunities Form and the Marketing Form?	<input type="checkbox"/>

The completed application form and all enclosures should be emailed to:

[mdp-resourcing@mod.gov.uk](mailto:mdp-resourcing@mod.gov.uk)

Please ensure you attach all documents, rather than place in the body of the email, and do not send as share links or zip files as we will be unable to access them.

**Applications that have not been completed correctly and/or are not accompanied by the requested documents/photos, where applicable, will not be processed.**

# 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.

**Applications that are not accompanied by the requested documents/photos, where applicable, will not be processed.**

## 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.

The paper counterpart to the photo card driving licence has not been valid since 8 June 2015, and is no longer issued by the DVLA, except for drivers in Northern Ireland. MDP therefore requires you to provide evidence of your driving record (entitlements and/or penalty points), you can do this online and free of charge at GOV.UK: <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

You will be asked to enter the following information

- Driving Licence Number
- NI Number
- Postcode

You then need to:

- Hit 'View now'
- Select 'Get Your Check Code'
- Select 'Get a Code'
- Select 'Print or Save a driving summary'

Finally, save your downloaded summary page, and attach it with a copy of your photo card licence when you submit 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.

## **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.**

**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] with your application.**

**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. 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 Residency status. All candidates must be sole British Nationals and British Passport holders and should not hold any foreign or dual national rights with any other country.

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, for example, worked, travelled or 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.

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

#### **Note 4: Education and Skills**

Applicants must have passed GCSEs in English and Mathematics at Grade C/Level 4 or above, or equivalents (such as SQA National 5, Functional Skills Level 2). Copies of your English and Mathematics qualification certificates must be attached with the application form. Failure to attach the certificates will result in your application being rejected. Equivalent qualifications must be in English/Mathematics, irrespective of whether you have qualifications in other subjects at a higher level.

#### **Note 5: Employment**

You must provide details of employment and/or education, covering at least the last ten years. Include full-time and part-time work and answer the questions in each of the columns. Please use a continuation sheet if necessary and account for all gaps of unemployment no matter how small.

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.

Please provide details of someone who can verify any gaps in employment.

#### **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 can remain on the Reserve List.

#### **Note 6: Tattoos and 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 prominence.

If you have tattoos on your face that are not a result of cosmetic surgery or a medical procedure this will preclude you from becoming a Ministry of Defence Police Constable.

For all tattoos, except those where the location is of an intimate nature, you must provide at least two photographs of each with a visible measure for scale. The first photograph 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 group that could give offence to members of the public or colleagues; and/or
- Are considered to be discriminatory, 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. When removed, they must not leave a hole greater than 4mm as this provides a significant health and safety risk. Applicants must seek advice from the Resourcing Team if they believe that they may be unable to comply with these 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 7: 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 8: 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, 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 9: Financial Position**

Police officers are in a privileged position with regards 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, Debt Referral Order (DRO), Debt Management Programme or an Individual Voluntary agreement registered with the County Court, or Scottish equivalents, may apply but will be required to evidence that they are able to manage their debts sensibly and are up to date with payments.

#### **Note 10: Referees**

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.

# 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:

- 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 not be processed, and you will be informed by email that your application has been rejected. Incomplete application forms will be deleted/destroyed, so it is in your interest to get it right 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.
- Failure to properly train for the fitness test and, pass it first time. Don't let this happen – see our Job-Related Fitness Test guidance, available at [www.mod.police.uk](http://www.mod.police.uk), for further information.
- A medical query raised by the Force Occupational Health Provider. This may require reference to your doctor and, your consent will need to be obtained before your doctor is approached. See our Medical Standards guidance, available at [www.mod.police.uk](http://www.mod.police.uk), for further information.
- Difficulties in obtaining security clearance (for example, if you have been living abroad) and delays in obtaining references from referees.
- Correspondence from us ending up in candidates' junk email folders. Please add [mdp-recruitmentenquiries@mod.gov.uk](mailto:mdp-recruitmentenquiries@mod.gov.uk) and [mdp-resourcing@mod.gov.uk](mailto:mdp-resourcing@mod.gov.uk) as a favourite/trusted contact to avoid this.

Your cooperation can help to avoid delays.