

**Police Staff Application Form**

- Please either type this form or complete in black ink to aid photocopying
- Please complete all sections of the form
- CV's will not be accepted

Post Title :

Post Reference :

Location :

**Personal Details (BLOCK LETTERS)**

Surname :

Forename(s)

Tel. No.: Home :

Place of Work :

Mobile :

Your Address :

Post Code :

Email Address :

How much notice are you required to give your current employer ?

**Education, Training and Qualifications** (Please include all education and training undertaken).**School/College/University etc attended****Qualifications - level, subject, grade and date obtained****Membership of Professional Associations****Date of Admission****Employment** (including any voluntary employment) Please give full details of your current and three most recent employment.**Employer****Job Title****From - To****Latest Salary****Reason for leaving**

**Experience and Attainments** - Please read the information pack enclosed and ensure you complete the application form together with the Behaviour Profile Evidence Sheets. When completing the evidence sheets please ensure your answers are contained in the spaces provided. Any additional information outside the space provided will not be considered. If this form is to be typed please ensure 12 point font is used.

**References** (Candidates external to Dyfed-Powys Police only)

Please give the names, occupations and addresses of two referees, (not relatives), one of whom should be your present employer or last employer and the other should be in a position to comment on your professional work abilities and experience.

References are normally taken up prior to an offer of employment being made.

1. Name :	2. Name :
Address :	Address :
Telephone :	Telephone :
Email address :	Email address :
Status :	Status :

**Convictions/Cautions**

Have you ever been convicted or had formal cautions by the Police for any offence or had any bindovers imposed by any Court? (include traffic convictions and appearance before a court martial and any cautions as a juvenile). Please provide details below.

Is there any charge pending against you? If so, please give details.

**Notes:**

1. 'Offence' should be taken to include motoring offences, except parking.
2. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, S4(2) of the Rehabilitation of Offenders Act 1974 does not apply to these questions. You are therefore not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under that Act.
3. Answering 'Yes' to either question does not necessarily bar you from appointment. Every case is considered on its merits.

**Data Protection Act 1998**

All or parts of the information provided in this form may be used for the purpose of personnel administration and will be treated in accordance with Dyfed-Powys Police's registration under the Data Protection Act 1998.

The information I have given on this form is true to the best of my knowledge. I understand that any wilful mis-statement renders me liable to disqualification or instant dismissal if engaged.

Signature : ..... Date : .....

Where did you learn of this vacancy?

The covering letter which accompanies this form sets out the return address for your application.  
Thank you for your interest in a career with Dyfed-Powys Police.



**CONFIDENTIAL**

**Equal Opportunities and Diversity Monitoring Form**

The Police Service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society that it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- No employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed or religion.

The following request for information is for monitoring and statistical purposes only. The information supplied will be handled and stored in the strictest confidence as part of your computerised HR record. **Disclosure of this information is strictly voluntary, but the information will help us ensure equality of opportunity. If you do not wish to disclose any of the voluntary information, please tick the box 'Do not wish to disclose'.**

<b>Name</b>							
<b>Payroll No.</b>		<b>Date of Birth</b>	(__/__/__) DD/MM/YYYY	<b>Gender:</b>	<b>Male</b>	<b>Female</b>	
<b>Ethnic Origin</b>				<b>Religious Belief/Faith</b>			
<b>White</b>	<b>British</b>			<b>Muslim</b>			
	<b>Irish</b>			<b>Buddhist</b>			
	<b>Any other White Background</b>			<b>Hindu</b>			
<b>Mixed</b>	<b>White and Black Caribbean</b>			<b>Sikh</b>			
	<b>White and Black African</b>			<b>Jewish</b>			
	<b>White and Asian</b>			<b>Christian</b>			
	<b>Any other mixed background</b>			<b>Other</b>			
<b>Asian or Asian British</b>	<b>Indian</b>			<b>Do not wish to disclose</b>			
	<b>Pakistani</b>			<b>None (Atheist)</b>			
	<b>Bangladeshi</b>						
	<b>Any other Asian background</b>						
<b>Black or black British</b>	<b>Caribbean</b>			<b>Sexual Orientation</b>			
	<b>African</b>			<b>Bisexual</b>			
	<b>Any other back background</b>			<b>Gay/Lesbian</b>			
<b>Chinese or other ethnic group</b>	<b>Chinese</b>			<b>Heterosexual</b>			
	<b>Any other</b>			<b>Do not wish to disclose</b>			

**Welsh Language Monitoring**

<b>Speaking/Understanding</b>		<b>Reading/Writing</b>		<b>Are you fluent in any other languages?</b>
				<b>Detail here -</b>
<b>0 – No knowledge</b>		<b>0 – No knowledge</b>		
<b>1 – Greeting</b>		<b>1 – Greeting</b>		
<b>2 – Basic information</b>		<b>2 – Basic information</b>		
<b>3 – Conversational</b>		<b>3 – Conversational</b>		
<b>4 – Formal/Conversational</b>		<b>4 – Formal/Conversational</b>		
<b>5 – Full and accurate</b>		<b>5 – Full and accurate</b>		

**Disability Monitoring**

The current Force Equal Opportunities and Diversity Monitoring requirement has been extended in line with current guidance to include recording voluntary declarations of disability.

**What do we mean by a 'disability'?**

The Disability Discrimination Act defines disability as: a physical or mental impairment with long term, substantial effects on ability to perform day-to-day activities.

**Examples of disabilities**

The list given to the right is of conditions of impairment that may cause someone to describe themselves as 'having a disability'. This list is not exhaustive and should be used for guidance only.

**Hearing, speech or visual impairments:** (if you wear glasses or contact lenses this is not considered a disability)

**Co-ordination, dexterity or mobility:** (e.g. polio, spinal cord injury, repetitive strain injury)

**Mental health:** (e.g. schizophrenia, depression)

**Speech impairment:** (e.g. stammering)

**Learning Disabilities:** (e.g. Down's Syndrome)

**Other physical or medical conditions:** (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc.)

<b>Disability</b>			
<b>Do you consider yourself to have a 'disability'?</b>	<b>Yes</b>	<b>No</b>	
<b>Disability Categories</b>			
<b>Hearing, speech or visual impairments</b>		<b>Learning disability</b>	
<b>Co-ordination, dexterity or mobility</b>		<b>Other physical or medical condition</b>	
<b>Mental Health</b>		<b>Do not wish to disclose</b>	