The Special Constable Recruitment Process

Please note the recruitment cycle can take some time to complete. At the end of each stage of the recruitment and selection process you will be notified whether or not you have been successful and therefore eligible to proceed to the next stage.

Stage 1: Complete the online application form

The application process consists of three areas:

1. Eligibility criteria
2. Situational Judgement Test and a Behavioural Style Questionnaire. You must pass both these tests in order to continue to the application process.
3. Application form. You will be required to input your personal details. Please ensure this is completed completely and correctly.

Tips for completing your application

- Make sure you read the requirement of each stage thoroughly as failure to pass each section will reject your application.
- If you require reasonable adjustments or positive action please ensure you check the relevant boxes on the application form.
- If you have had more than one address in the last 5 years, ensure you have all this information at hand including dates of occupancy.
- If you have received any convictions or cautions, ensure you have all this information at hand as you are required to disclose this information.
- If you have visible tattoos (face, neck, hands and forearms) take the required photos beforehand.
- If you have any financial certificates (bankruptcy, IVA etc.) have a copy of these ready to upload.
- When completing the online tests, ensure that your pop up blocker is disabled so that the test screen will open.
- If you encounter any problems or have any queries please contact workforceplanningteam@dyfed-powys.pnn.police.uk as soon as possible. Please note our office hours are Monday – Friday 9am – 5pm.

Stage 2: If you are successful at the application stage you will be invited for interview

The interview process has been designed to get a more rounded picture of you as an individual. It examines how your values and those of Dyfed Powys Police might match. By carrying out this interview we are ensuring that you are making the right choice of becoming a Dyfed Powys Police Special Constable.

Stage 3: If you are successful at interview you will be invited for Fitness and Biometric Assessments

You will be invited to attend Police Headquarters to complete a fitness test and biometric Assessments.
1. The JRFT will assess whether you can meet the physical challenges of policing. Prior to you attending the JRFT we will send you out a reminder of what this entails, but you should start preparing for this stage as soon as you submit your application if you are not yet physically fit. While you don't need to be an athlete to pass the JRFT, you do need a basic level of fitness.

2. Biometric assessments are undertaken and these consist of DNA samples and fingerprints

**Stage 4: Complete security vetting clearance**

You will complete forms during the recruitment and selection process relating to security vetting information and clearance and checks will be completed by our Professional Standards Department.

**Stage 5: Complete reference checks**

If you pass all of the above stages, we will contact your referees for a reference.

**Stage 6: Attend a Medical**

The medical assessment is straightforward and checks things like your eyesight, hearing, blood pressure and body mass. Conducted by a registered nurse and our Force Medical Advisor, it is in addition to the medical questionnaire you are required to complete during the recruitment process. Any costs incurred in obtaining a GP signature and practice stamp is at the candidate’s expense.

*This can take up to 8 weeks or longer depending on individual circumstances*

**Stage 7: Complete Employer reference checks**

If you pass all of the above stages, we will contact your current employer for a reference.

**Stage 8: Offer of start date**

Once all relevant documents have been cleared and processed and have entirely completed the selection and recruitment process you will be sent a letter formally offering you an appointment and start date.

**Stage 9: Uniform Fitting**

You will be required to attend Headquarters for a uniform fitting and complete pre-join online training packages