Hampshire and Isle of Wight Constabulary

Recruitment Department

Candidate guidance for completing Police Staff application forms

Thank you for your interest in joining Hampshire and Isle of Wight Constabulary, you should see this as your opportunity to highlight your skills, abilities and experience to showyou can do the job. The application form is crucial to the recruitment and selection process as it will allow the Recruitment panel to assess your application against the criteria for the job.

Please **do not** attach a CV or covering letter unless the job advert specifically asks you to do so.

To assist you in completing the application form, some key points are listed below that you should address in order to produce a good application form and increase your chance of being selected for interview.

- ✓ Examine the job profile. This will consist of a description of the role and the tasks you could undertake and a 'person specification' which has the essential criteria for the role and the competencies and values you need to give specific examples against on your application. Read all of this carefully before completing your application.

- ✓ You may wish to complete your evidence in a Word document first, before copying and pasting in to the online application.

- ✓ Analyse the essential criteria and competencies/values. What evidence can you provide to demonstrate that you have the necessary skills, knowledge, experience and personal qualities to meet each item in the person specification? Consider any experience that you may have acquired outside of work, such as community or voluntary interests.

Competencies/values: What are they?

Competencies/values are abilities or attributes, described in terms of behaviour, key to effective and/or highly effective performance within a particular job. They are applicable across a range of jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on **'how'** tasks are achieved, not 'what' is achieved.
Competencies differ from competence, which relates to tangible knowledge and skills relating to a particular job or task (normally covered in the skills and knowledge section of a role profile).

- ✓ Set out your supporting evidence using the sections given in the application form, ie Essential Education / Qualifications required and Essential Experience required, etc.

- ✓ As part of your application you will be asked to give evidence against a selection of competencies and values. All the competency/value based questions are designed to assess your potential and to offer you the opportunity to demonstrate the behaviours that are indicative of effective performance in the role you are applying for.

  Use the competency and value headings (i.e. Integrity or We take ownership etc) to provide evidence with relevant examples to support each individual requirement within each category as far as possible. It is very important that you provide sound evidence in completing the application form; that the information you supply clearly relates directly to each of the competences and values and that you demonstrate by means of a real example, how you applied that skill, gained or used that knowledge, or exercised that ability.

  Providing a clear verifiable example helps the Constabulary/panel see in practical terms how you meet that particular selection criteria or competency. It also assists the interviewers to explore in more detail what you have to say during the interview.

  One of the best strategies for evidencing examples concisely is to use the STAR technique:

Situation	Briefly describe the where / when / who
Task	Outline the task or objective – and what you hoped to achieve
Action	Describe what you did – focus on your role and your input. This should be the main part of your example.
Result	Explain what the outcome was, and what skills you developed as a result

  For more information on the Competency and Values Framework (CVF) and definitions please see this document: Competency and Values Framework (CVF)

  Each of your examples will be scored out of 8. All candidates must score 5's and above to qualify as a pass, in the essential and competency/ values areas. Candidates who score below this mark are considered as failing to meet the criteria andwill not be considered for interview. Please see example below of how scores are likely to be allocated to your examples.

Completing the Application Form

Factual Information - Complete the factual parts of the form first – things like name, address etc.

Education - The holding of an educational qualification will only influence shortlisting where this is specifically recorded as a criterion. If you do not hold a qualification that is required but can demonstrate comparable / relevant work experience you will need to do this and provide evidence of how this ensures you are the same level.

Employment History - Write the names and addresses of present and past employers. Remember, if you have done voluntary or community work or have had a career break for any reason you must detail it.

How we score your application:

Old rating	Standard	New Points	Evidence required
4	+	8	The evidence demonstrates competence against **all** of the behavioural descriptors that directly relates to the competency / area being measured, **with no areas for development observed.**
	-	7	The evidence demonstrates competence against **all** of the behavioural descriptors that directly relates to the competency / area being measured**, with a few areas for development observed.**
3	+	6	The evidence provided demonstrates competence against **most** of the behavioural descriptors that directly relates to the competency / area being measured, with some areas for development but **on balance more positive evidence with regard to the quality and quantity of the evidence.**
	-	5	The evidence provided demonstrates competence against **most** of the behavioural descriptors that directly relates to the competency / area being measured, **with some areas for development.**
2	+	4	The evidence provided relates to **some** of the competency / area being measured but **on balance there are more areas for development.**
	-	3	The evidence provided relates to **some** of the competency / area being measured **but lacks in clarity, relevance and / or depth and on balance there are more areas for development.**
1	+	2	**Limited** evidence provided that relates to the competency / area being measured with **some** areas for development. Evidence may also relate to some lower level CVF behaviours.
	-	1	**Limited or no** evidence provided that relates to the competency / area being measured with **significant** areas for development. Evidence may also relate to some lower level CVF behaviours.

✘ Don't merely repeat your career history, detail how your career history relates to each individual criteria or requirement.

✘ Don't assume that the recruitment panel scoring your application knows how your evidence relates to the criteria/competency/value or has enhanced your skills or knowledge – **you must explain clearly.**

✘ Do not send in your CV unless it is accompanied by a properly completed application form, otherwise you may not score highly enough during shortlisting to be invited at attend an interview.

- ✓ Finally - make sure that you read the form fully before completing, check your spelling and grammar, answer every question and make sure that you submit your application before the closing date.

  If you do not get invited to an interview then please know we were not placing any judgement on your previous or current role responsibilities, career path or commitment to the police service. Please therefore do not feel that a rejection on means you are not suitable. It merely demonstrates that you did not supply sufficient information to score well in that application.

  Thank you for your interest in Hampshire and Isle of Wight Constabulary, more information on ourorganisation can be found at Join Hampshire & Isle of Wight Constabulary - view our jobs