



External Candidate Application Form

Post Applied

Instructions for completion

1. Complete all sections clearly, accurately and honestly. If a section does not apply write 'N/A'
2. Curriculum vitae (CVs) will not be accepted.

General

Family name: <input style="width: 90%;" type="text"/>	Preferred <input style="width: 80%;" type="text"/>
Forename(s): <input style="width: 90%;" type="text"/>	(Mr/Ms/Mrs/Miss/Dr)
Home <input style="width: 90%;" type="text"/>	Telephone numbers
Line 2: <input style="width: 90%;" type="text"/>	(include STD dialing codes)
Town: <input style="width: 90%;" type="text"/>	Home: <input style="width: 80%;" type="text"/>
County: <input style="width: 90%;" type="text"/>	Work: <input style="width: 80%;" type="text"/>
Postcode: <input style="width: 90%;" type="text"/>	Mobile: <input style="width: 80%;" type="text"/>
Email address: <input style="width: 95%;" type="text"/>	
National Insurance Number: <input style="width: 95%;" type="text"/>	

Driving licence

This section is only relevant if it is a criteria in the person specification.

Do you hold a current driving licence?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
State driving licence number:	<input style="width: 90%;" type="text"/>	
State driving licence category:	<input style="width: 90%;" type="text"/>	
Or, do you have the use of a vehicle which you could use for work if required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Declaration

In accordance with the Data Protection Act 1998, I am aware that the information provided on this application form will be used only for selection and interview purposes. Should the application be unsuccessful the information will be held for a period of 1 year; if successful the information will be retained on employment records for the duration of my employment with the Police and Crime Commissioner for Essex and up to seven years thereafter. In signing this declaration electronically I also confirm that the information provided is accurate and that I understand any appointment will be subject to me passing the required vetting and reference checks.

Signature

(please type FULL NAME to
confirm):

Date:

Qualifications if relevant to the job description

You will need to provide documentary evidence of qualifications at interview.

	Title/Subject	Grade/Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If you have any more qualifications please provide them here:

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Training

Please give details of any courses attended which may be relevant to this post.

	Dates	Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		

If you have had any other training please provide the details here:

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Membership of Professional Bodies
if relevant to the job description

State whether by examination or experience, quoting your membership number.

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Employment

Please provide, in sequence, details of your employment history starting with your most recent/current employment. To include the last ten years employment only.

Name and full postal address	Position held (including brief description of duties)	Date employed (from-to)	Reason for leaving

References

Please give details from whom references may be obtained. One should be your present, or if unemployed, your last employer/school/college. If you were known to either of your referees by another name, please indicate. **References will be taken up prior to any offer of appointment being made, and referees will only be approached after interview.** Please tick ☐ if you would prefer us not to contact your present/last employer without further reference to you.

Present/Last Employer

Other Referee

Name:

Position:

Address:

***Reason for
application***

Your application form plays an important part in selecting the right person for this position. It is only information contained in your application form that will decide whether or not you are shortlisted. Please use the space below to provide a summary of the following:

- Why you have applied for this position
- What makes you the best candidate for the role of Chief Of Staff
- What level of experience you have in the criteria outlined in the role requirement

Please continue as necessary

***Skills and
Competencies***

Using the role requirement and advertisement for the position, please provide evidence as to how you meet the criteria for this position.

Please continue as necessary

Supplementary Information

Have you ever been convicted, cautioned, summonsed, charged, reprimanded or warned for any offence, including as a juvenile? Declaration of any bind-overs imposed by any court should be made, along with details of any impending prosecutions. Additionally, details are required of any fixed penalty notices (e.g. for public order/traffic matters) and any incurring points on your driving licence. Failure to disclose may lead to rejection.

Yes: ☐No: ☐

Date	Court	Offence	Penalty

NOTE: By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of the Rehabilitation of Offenders Act 1974 do not apply to questions concerning convictions, cautions, charges etc. You are therefore not entitled to withhold information about a previous conviction on the grounds that is for other purposes under the Act.

Have you ever been involved in a criminal investigation, whether or not this led to any prosecution or been associated with criminal activity? Failure to disclose may lead to rejection.

Yes: ☐No: ☐

Are you or have you ever been a member of the following:

If 'Yes' please give dates below:

British National Party Yes: ☐ No: ☐

Combat 18 Yes: ☐ No: ☐

The National Front Yes: ☐ No: ☐

The prevention of illegal migrant working in the UK is currently governed by section 8 of the Asylum and Immigration Act 1996. Under this law, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control and who has no permission to work in the UK, or who works for you in breach of their conditions of stay in the UK.

Do you require a permit to work in the United Kingdom?

Yes: ☐No: ☐

Disability

Do you consider yourself to have a disability?

Yes: ☐

No: ☐

The definition of disability is, 'a physical or mental impairment which has a substantial and long term effect on ability to carry out normal day-to day activities'.

Please give brief of any reasonable adjustments you may require us to make during the assessment process for this position.

Signature:

(Please type FULL NAME above)

Date:

Completed applications forms must be returned by email to
PCCEssex@HavasPeople.com

(A) Equal Opportunities Monitoring

Essex Police is committed to ensuring our workforce is representative of wider society and that people are appointed on merit, regardless of background, lifestyle or personal circumstances. We need to monitor all applications to ensure our equal opportunities policies are effective and to comply with legislation. Monitoring information will be processed in accordance with the Data Protection Act 1998 and is for monitoring purposes only.

I would describe my ethnic origin as: (please tick appropriate box)

A White	W	B Mixed	M
<input type="checkbox"/> British	W1	<input type="checkbox"/> White and Black Caribbean	M1
<input type="checkbox"/> Irish	W2	<input type="checkbox"/> White and Black African	M2
<input type="checkbox"/> Any other White background	W9	<input type="checkbox"/> White and Asian	M3
		<input type="checkbox"/> Any other Mixed background	M9
C Asian or Asian British	A	D Black or Black British	B
<input type="checkbox"/> Indian	A1	<input type="checkbox"/> Caribbean	B1
<input type="checkbox"/> Pakistani	A2	<input type="checkbox"/> African	B2
<input type="checkbox"/> Bangladeshi	A3	<input type="checkbox"/> Any other Black background	B9
<input type="checkbox"/> Any other Asian background	A9		
E Chinese	O	F Other Ethnic Group	O
<input type="checkbox"/> Chinese	O1	<input type="checkbox"/> Any Other	O9

I would identify my sexual orientation as: (please tick appropriate box)

☐ Bi-sexual ☐ Gay/lesbian ☐ Heterosexual ☐ Prefer not to say

Application for post of:

Month and year of birth:

My nationality is:

My gender is: ☐ Male ☐ Female

Do you consider yourself to have a disability?

☐ Yes ☐ No

RESTRICTED WHEN COMPLETE