

**ANNEX D TO
REPORT TO THE ESSEX POLICE AND CRIME
PANEL BY THE INDEPENDENT MEMBER
MR JOHN COOKE OBE
ON THE SELECTION PROCESS FOR THE
CHIEF CONSTABLE OF ESSEX**



**Application for the post of
CHIEF CONSTABLE
Essex Police**

NAME OF APPLICANT:

FOR OFFICE USE ONLY

APPLICATION NO:

.....

Date Received:

.....

INSTRUCTIONS FOR COMPLETION

Chief Police Officer – Chief Constable Essex Police

Competency-Based Self Assessment Application Form

Private and Confidential

Before completing this application form you are advised to read the instructions for completion (below).

You are strongly advised to read the job description and personal qualities / competencies, the policing priorities and the statement provided in the covering letter for applicants from the PCC.

- The form should be hand written in black ink or completed in Arial 11 point typeface.
- You are required to complete all sections of the form. You can increase the space for each question if you require more room. Candidates are requested to be concise.
- It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on **your personal involvement/experience and actions**. The evidence you present must be from within the last three years. The appropriateness of your application will be determined by the extent that your evidence relates to the competency area being asked about, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing Essex Police.
- At the end of each section in **Part Three**, you are required to provide a verifier who can vouch for the accuracy of the information you have provided. As part of the assessment this person may be contacted to verify the information provided.
- It is your responsibility to ensure the application form is completed and returned by email to ian.drysdale@essex.pnn.police.uk.
- It is your responsibility to ensure the form is returned by noon **Monday 14th January 2013**.
- The successful applicant will be appointed subject to satisfactory references, medical and security vetting.

PART ONE

Last Name:	Forename(s):
Current Job Title:	Current Force & Dept/Unit/Division:
Work Address:	Correspondence Address:
Telephone:	Telephone:
E-mail:	E-mail:
Please provide details of any special arrangements you would require on the day of your assessment (e.g. building access):	
The Police and Crime Commissioner for Essex is committed to equality and diversity and welcomes applications from all suitably qualified candidates	

PART TWO

Details of previous three posts – most recent Force first

Current Role Title:	Force:
Start Date:	Finish Date:
Brief description of role and responsibilities, including key achievements:	

Previous Role Title:		Force:	
Start Date:		Finish Date:	
Brief Description of role and responsibilities, including key achievements:			

Details of relevant training attended

Please list any educational qualifications you consider are relevant to the role for which you are applying.

Colleges, university attended or correspondence courses taken	From	To	Qualifications and grade attained

Please list any training courses attended that you consider are relevant to the role for which you are applying.

Course Title	From	To	Summary of course contents

Please provide details of any Equality, Diversity and Human Rights training you have received.

Course Title	From	To	Summary of course contents

PART THREE

Leading Strategic Change

Provide an example of when you have successfully led strategic change to effectively improve policing services which impacted on significant elements of the community.

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

Leading the Workforce

Provide an example that best demonstrates your ability to lead the workforce of Essex Police during times of significant and unprecedented change.

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

Managing Performance

Provide an example of successfully driving performance at an executive level to achieve significant successful outcomes.

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

Job Related Experience 1

Please provide an example of an occasion when you have displayed innovation in developing strategic partnerships which have successfully led to reduced levels of crime and disorder.

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

Job Related Experience 2

How would you work with the Police and Crime Commissioner to ensure that professional policing is protected in instances where there may be differing views?

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

Job Related Experience 3

If successful in your application, how will you demonstrate inspirational leadership to build and develop strong, effective and motivated teams where everyone feels committed to delivering strategic objectives?

Applicant's Response (Max 500 words)

Date of example(s) provided:

Referee:

Contact Number:

Official Use – Assessor Notes

Rating:

PART FOUR

Please give details below of any outstanding criminal investigations or disciplinary proceedings being carried out in relation to your conduct and of any previous disciplinary offences which have not been expunged.

Number of day's sickness absence over past 12 months.

Please give details of any relationships to Members / Officers of Essex Police or Police and Crime Commissioner. (Answer 'none' if no relationship exists).

DECLARATION

I apply for the appointment of Chief Constable in accordance with the terms of the selection process and I declare that, to the best of my knowledge and belief, all the statements contained in this form are correct.

Signature:..... (Please type full name here)

Date:.....

1. SHORTLISTING RECORDING SHEET

Post: Chief Constable - Essex Police

Assessor Name:

Candidate Name:

Criteria / Qualities / Competencies (Assess as appropriate to post)	3 Strong Evidence	2 Acceptable Evidence	1 Evidence Not Provided	
Leading Strategic Change*				
Leading the Workforce*				
Managing Performance*				
<u>Job Related Experience 1</u> - Innovation in developing strategic partnerships				
<u>Job Related Experience 2</u> - Protecting Professional Policing				
<u>Job Related Experience 3</u> - Inspirational leadership				
Total Score				TOTAL

* Please refer to Policing Professional Framework

Panel Member's Recommendation:

Recommended

☐

Not Recommended

☐

Signature:

Date:

Definitions of Short-listing Ratings:

3 = Strong Evidence - the candidate provides evidence of many descriptions within the quality / competency area at an appropriate level for the role, with direct relevance to the policing priorities as set by the PCC and answers the question.

2 = Acceptable Evidence - the candidate provides some evidence of the descriptors within the quality / competency area at an appropriate level for the role, has some relevance to the policing priorities as set by the PCC and / or does not respond to all the issues in the question.

1 = Evidence Not Provided - the candidate provides no evidence of the quality / competency area, or the evidence is at a level below that required for the role applied for or does not have relevance to the policing priorities as set by the PCC.

