

## Police Staff Application for Employment

Prior to completing the application form please read the [Recruitment Privacy Notice](#) which explains how we will process your personal data. This is available in the supporting documents section for every vacancy.

This application form should be completed in conjunction with the corresponding sections of the Guidance Notes. Applicants should be aware that incomplete applications or those completed outwith the guidance will not be progressed.

### Section 1 – Vacancy Details

Post Title and Reference Number	
Closing Date	
Location	
Where did you hear about this role?	

### Section 2 – Personal Details

Surname	
First Name(s)	
Known As	
Home Address	
Postcode	
Home Telephone No.	
Mobile Telephone No.	
Work Tel. No. (optional)	
Email Address	

Applicants will be contacted via email regarding their application and are therefore, encouraged to check email accounts regularly.

**OFFICIAL****Section 3 – Driving Licence**

(Please refer to the Guidance Notes to assess if this section is relevant to your application)

Do you hold a current, full UK Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Section 4 – Residency and eligibility to work in the UK and for the Scottish Police Authority / Police Scotland**

The sole purpose of this section is to establish your eligibility to work in the UK and for the Scottish Police Authority / Police Scotland

Do you hold a UK passport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a passport from an EU, EEA country or Switzerland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you lived in the UK continuously for the past 3 years? (Please note: 5 years for a Management Vetting post)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the legal right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide details of your work permit/visa		
Provide your National Insurance Number		

**Section 5 – Highest Education Results**

University / College / School / Other	Subject	Grade Achieved

**Section 6 – Skills and Specialisms – Relevant to Post applied for**

Details of Course	Date Completed / Date Pending

**Section 7 – Membership of Professional Bodies Relevant to the Role**

Professional Body	Qualification / Grade of Membership	Membership Number (if applicable)

**Section 8 – Current or Most Recent Employment Details**

Name of current / Most Recent Employer		
Address / Postcode		
Job Title		
Notice Required		
Dates of Employment	From	To
Reason for Leaving (if applicable)		

**All Previous Employment (most recent first) over last 5 year period**

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## Section 9 – Core Values Statement

The Scottish Police Authority/ Police Scotland values are centric to our competency value framework.

Please describe what these values mean to you and how you practise these values in your own life.

This section is not to discuss WHAT you do but HOW you do it.

Please refer to our **values** as stated on the job description and post you are applying for.

You should not exceed **300 words** for this section . Please provide a word count.

Word Count	
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Please refer to the Guidance Notes for full details regarding completion of this section.

## Section 10 – Personal Statement Or (Attach your Current CV)

Please provide a personal statement describing your career journey, which evidences your skills, knowledge and experience you have which you believe makes you suitable for the role you are now applying for.

It is important that your personal statement is well-structured and demonstrates that you have given your application a suitable level of consideration. Or alternatively you may choose to attach your current up to date CV.

You should not exceed **750 words** for this section if completing a statement. Please provide a word count. If attaching your CV it must be limited to **2-3 pages** in length.

Word Count	
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Please refer to the Guidance Notes for full details regarding completion of this section.

## Section 11 – Interview Guarantee



Do you consider yourself to have a disability?

\*Yes ☐

No ☐

\*If you have answered yes to the above question, please provide details below of any reasonable adjustments you will require for interview.

## Section 12 – Declaration

I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal.

By emailing or sending this application to the Scottish Police Authority / Police Scotland, I confirm my acceptance of the above declaration.

Signed

\* You will be asked to provide an actual signature at interview

Print Name

Date