

Unique Number

**Application Form -**

**Sergeant Process April 2023**

**SECTION 1 –** To be completed by the applicant

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details:** | | | |
| Name: | | | |
| Substantive Rank: | | Collar No: | |
| Current Police Force: | |
| Contact Telephone No’s: | Work: | | Home: |
| Mobile: | | |
| Present Post/Location: | | | |
| Work Email Address:  Personal Email Address:  Please state your preferred email contact (work/personal): | | | |
| Home Address:  Postcode: | | | |
| Date of Birth: | | | |
| National Insurance Number: | | | |

|  |  |
| --- | --- |
| **Service Dates:** | |
| Joined the Police Service Including Cadet / Previous Service |  |

|  |  |
| --- | --- |
| **Disciplinary / Misconduct:** | |
| Please give details of any outstanding disciplinary proceedings being carried out in relation to your conduct and of any previous disciplinary offences which have not been expunged. | |
| Details | Dates |
|  |  |
|  |  |

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| --- | --- |
| **Vetting:** | |
| Please indicate your current vetting status and date for review. | |
| Vetting Status | Dates |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Previous Promotion Processes:** | | |
| Please outline below any promotion processes you have applied for in the last 3 years. If you were unsuccessful please briefly describe any development you have undertaken in response to the feedback. | | |
| Process – Rank | Outcome | Feedback/Development |
|  |  |  |
|  |  |  |
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Please indicate below the dates you passed your Sergeant OSPRE Part 1 and 2 or the date you passed your NPFF Step 2.

|  |  |
| --- | --- |
| **Exam Taken** | **Date** |
|  |  |
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# Record of Police Service

Please give a brief description of your present role, duties and responsibilities.

Academic or vocational qualifications relevant to role

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**PREVIOUS POLICE SERVICE:**

List previous roles/ranks held in your current force and previous roles/ranks held in other forces in which you have served.

Start with the most recent. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Force | Roles/ Ranks held | Dates from / to | Reason for leaving (e.g. promotion) |
|  |  |  |  |

# TRAINING RECORD

**Please indicate what training you have received.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Dates (approx.) | | Description (e.g. kwikuffs, baton, etc) | |
| Public Order Yes/No |  | |  | |
| Firearms Yes/No |  | |  | |
| Other police training/specialisms  (start with the most recent and continue on a separate sheet if necessary) | | Dates | | Qualification |
|  | |  | |  |

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# DRIVING SKILLS

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| --- |
| Do you hold a current driving license? |
| If yes, what is your driving license number? |
| If yes, which groups? |
| Have you any endorsements on your license? If so, how many? |
| What is your force driving grade / Level? |

**BUSINESS INTERESTS**

Do you currently have any job or business interest, which you intend to continue should your application be successful?

If YES, please state the nature of this job or business and the extent of your involvement. Please include hours spent on it.

|  |  |
| --- | --- |
| **Candidate Declaration:** | |
| **Line Manger Support:**   * **I have discussed my application with my line manager regarding my suitability for the rank and they feel that you / I do meet the operational and strategic experience the rank would require you to have.**   **Please confirm who you have spoken to……………………………………………….**  **Date:…………………………………………………………**  I certify that:   * The information I have provided is true to the best of my knowledge. * This application form is my own work, and I have not been assisted in its preparation * There are no major omissions from this form affecting my suitability for the position. * I understand that my application may be disqualified if it fails to meet the above requirements.   I understand that:   * The information that I have provided will be held on manual and computer systems as part of the recruitment process. I consent to my data being processed to progress my application to Staffordshire Police and if my application is successful, to administer my personnel record. | |
| **Signed:** | **Date:** |

**Closing Date: 0900 HRS 28 April 2023.**

# The completed application form should be sent to:

Helen Brunjes, [Helen.brunjes@Staffordshire.pnn.police.uk](mailto:Helen.brunjes@Staffordshire.pnn.police.uk)

**DISABILITY**

The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment including recruitment. Disability is defined as 'a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.

Do you have a disability you wish us to know about at this stage?

YES NO

Please let us know whether there are any reasonable adjustments that you feel need to be considered to assist with this recruitment process.

# EQUAL OPPORTUNITIES:

Staffordshire Police is an equal opportunities employer and is determined to ensure that:

* Our workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
* No job applicant or employee is treated more or less favorably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, disability, creed or religion.
* No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section is voluntary, but the information will help us ensure equality of opportunity. **This information forms no part of the recruitment process. It**

|  |  |
| --- | --- |
| Your personal data will be stored securely and used for the purposes of equality monitoring for the promotion process | |
| Age |  |
| Gender |  |
| Is your gender identity the same as the gender you were assigned at birth? |  |
| Marital Status |  |
| County of Nationality |  |
| Ethnic Origin |  |
| Sexual Orientation |  |
| Religion |  |
| Do you work full time hours? |  |

# Please can you indicate below if you are unavailable during any of the key dates indicated below.

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| --- |
| Written Assessment – 2 – 4 May 2023 |
| Interview and Briefing – 6 – 16 June 2023 |
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