

**General Guidance Notes for Applicants**

Thank you for your interest in a post in the Police and Crime Commissioner’s Team.

The Police and Crime Commissioner wishes to make sure that the people selected for interview are those that are most suitable for the job and our application form is designed to ascertain your suitability. These notes will help you to complete the form correctly.

All applicants are asked to provide personal details to facilitate the recruitment and selection process. All information that you give will be treated in the strictest confidence and used only for the relevant application process.

**Key points to note before commencing the application:**

* Complete all sections of the application form in Arial 12 point typeface, or black ink. Please ensure you remain within the specified word limit.
* Ensure you have read all sections of the role profile and that you understand the requirements of the role.
* Particular attention should be given to Section 4 & 5 of the application form, as this is your opportunity to provide evidence of your suitability for the role.
* Re-read your application to check for spelling, grammar and formatting before submitting.
* We will only contact your chosen referees directly should you be successful in the recruitment process and with your consent.

**Section 1 – Academic Qualifications and Training**

Please give details of any completed or ongoing academic qualifications and training which may be relevant to the role you are applying for.

**Section 2 – Professional Qualifications and Development**

Please give details of any completed or ongoing professional qualifications and development which may be relevant to the role.

**Section 3 – Your Employment**

Starting with the most recent, please provide details of your employment history. If you do not have any, please state if you have any work experience.

**Section 4 – Skills and Knowledge**

In the information pack you will find a role profile relating to the vacancy you are applying for. This document provides an overview of the role and the criteria you will need, to be successful in the role.

To evidence the relevant skills and knowledge, you will need to provide specific examples of work, tasks or events and associated skills which you have undertaken or attended. You can also draw on skills, experience or knowledge that you have gained as a result of doing voluntary work, work in your own home or at school, college or university, as well as in paid work.

**Section 5 – Competency Assessment**

The role profile highlights the personal qualities and competency levels that your application will be assessed against by the panel. It is important that the examples you provide are your own experiences and are as detailed as possible. We expect your answers to be relevant and focused. It is not necessary to provide evidence for every individual point. One example will often cover a number of key criteria and so it may often be appropriate to provide one scenario detailing a number of personal qualities and competencies.

You may already use an answer structure that you are comfortable with, but if you do not **STAR** could be a useful one to consider when providing evidence and structure to your written assessment.

**STAR**

Situation – Describe the event or situation you were in. This situation can be drawn from a work experience, education, a volunteer position or any other relevant event. Be as specific as possible.

Task – Describe the specific task you had to complete.

Action – Describe the particular actions you took to complete the task.

Results – Close with the results or outcome of your actions and the conclusion.

We want to know what YOU said or did on a given occasion to deal with the situation.