



**Lancashire
Constabulary**

police and communities together

Welcome

In 2003 Lancashire Police adopted the new Home Office national method of recruitment. This is designed to help you get through the first stage of the Lancashire Police application process. Lancashire Police receives hundreds of applications every year, although we normally expect only about 25% - 30% of applicants to successfully pass the application form stage. It is therefore advised that you read the guidance and information notes very carefully before you complete the application form.



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This guidance pack is designed so that you can navigate through each section using the buttons on the left of the screen. There are 2 chapters, starting with "Necessary requirements to join Lancashire Police", with each of these split into sub-sections. You can also view each notes page in order using the "next" and "back" buttons at the bottom of the screen.

Once you have read **ALL** the information on the link, you will be equipped to complete the application form. If, however, you still have difficulties or concerns, further information can be found at www.lancashire.police.uk

Good luck.

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Before you think about completing the application form you need to make sure that you are eligible to join the police service.

In order to join Lancashire Police, or indeed any police force in England and Wales, you will need to meet the criteria and national standards set out within this section.

Use the menu options on the left to find out more.

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The age for regular Police officers is 18 years to 57 years. You may apply to the police service on reaching the age of 18 years, although you must be 18 years and 6 months old before you can be appointed.

All new recruits are required to undertake a two year probationary period.

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To be eligible for appointment you must be a British citizen or a member of the EC or other states on the EEA (Iceland, Norway, Liechtenstein). **You must have resided in the UK for the past 3 years.**

If you are a Commonwealth citizen or foreign national, you are also eligible providing that you have had residency in the UK for the past 3 years. You must also provide proof that you have no restrictions on your stay in the UK. (You must have indefinite leave to remain. **Student visas are not acceptable**). You should therefore send a **copy** of your passport which shows that your stay is free of restrictions. Do **NOT** send your actual passport with this application. Other documentary evidence of your status may be required.

Note: all candidates will be required to produce their passports when attending our assessment centre.

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Police officers must uphold and respect the law. They should be law abiding and have a high standard of personal behaviour and social conduct.

Officers with criminal associations or convictions may be vulnerable to pressure to disclose information. Convictions and cautions for certain offences can also undermine a police officer's position as a witness in court. For these reasons, police forces need to be careful about recruiting people with cautions or convictions.

If you do have **any** convictions or cautions and are considering applying, you **MUST** declare **ALL** of them from the point of completing the application form.

Your application form may be sent to our Pre-vetting Department where a decision will be made about proceeding or discontinuing with your application.

Although you may still be eligible to join the police service if you have minor convictions/cautions, there are certain offences and conditions which will make you ineligible.

Applications will **NOT** be accepted from those who have been conviction or cautioned for a serious arrestable offence including:

Murder – Manslaughter - Death by reckless driving – Rape – Kidnapping – Firearms offences – Gross indecency – Hostage taking – Hi-jacking – Torture

In general, applications will also be rejected if an applicant has:

- Committed any offence (as an adult or juvenile) which resulted in a prison sentence, including custodial, suspended or deferred sentence and sentences served at a young offender's institution or community home.
- Received a formal caution (including reprimands and final warnings) for a recordable offence within the last five years.
- Been convicted as a juvenile within the last five years for any recordable offence.
- Any other recordable offence within the last five years other than those listed above. (A recordable offence is any offence held on the Police National Computer. This includes offences punishable by imprisonment and others specified in the National Police Records (Recordable Offences) Regulations 2000).

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You **MUST** include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 or any involvement with any civil, military or transport police.

Applicants are likely to be rejected if they have been involved in any of the following:

- Offences involving serious violence or injury. This includes Grievous Bodily Harm (GBH) and some Actual Bodily Harm (ABH);
- Offences including unsolicited violence towards others;
- Unlawful possession of weapons, firearms or going equip to steal;
- Acts of indecency and abuse or neglect of children;
- Public order offences – involvement in riot, violent disorder, affray, causing intentional harassment, alarm and distress;
- Racially motivated or homophobic offences;

- Burglary offences which involve acts or elements of dishonesty, corruption, financial gain or serious loss to anyone including theft, fraud or deception;
- Serious involvement in drugs including possession of Class A drugs (heroin, morphine) or more than one Class B drug (amphetamine) and or supplying drugs of any kind;
- Reckless or dangerous driving; or one offence of drink driving, drunk in charge or drugs driving within the last 10 years;
- Other serious motoring offences such as convictions within the last five years for driving without insurance, failing to stop after an accident or driving whilst disqualified;
- More than three endorsable traffic convictions (including fixed penalties) and two or more convictions for regulatory offences within the last five years such as failure to renew vehicle excise licence.

The above is offered as a guide only. If you have doubts about whether you qualify under this heading, please contact the Recruitment Team.

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The police service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are or have been a member of the BNP or similar political organisation, your application **WILL** be rejected.

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You should **not** have tattoos which could cause offence.

Tattoos are **not** acceptable if they:

- Undermine the dignity and authority of the office of the constable;
- Are garish or numerous or particularly prominent;
- Could cause offence to members of the public or colleagues and/or invite provocation. This would include tattoos which are rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating or tattoos which display unacceptable attitudes towards women, minority groups or any other section of the community, or alignment with particular groups which could give offence to members of the community.

Such tattoos will result in rejection of application.

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You will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business;
- Your spouse or any other relative living with you keeps a shop or similar in the area of the police force in question;
- You, your spouse or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However, the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

You **MUST** declare **ALL** business interests on your initial application form.

These may include:-

- Property rental;
- Semi-professional sports;
- Self employment;
- Teaching/learning;
- Charity work;
- Sales consultant/agent.

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Police officers are in a privileged position with regards to access of information and could be considered potentially vulnerable to corruption. Applicants to the police service should **not** therefore be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly.

Police regulations also state that a member of the police force **shall not wilfully refuse to neglect to discharge any lawful debt.** Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, un-discharged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are **not** a bar to appointment.

Applicants who have existing County Court Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have **not** been discharged, will **not** be considered. Applicants who have discharged County Court Judgements **may** be considered.

Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.

Applicants who have entered into a live Individual Voluntary Agreement (IVA) may **NOT** be considered.

Recruitment is dependent upon successful financial vetting checks.

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Applicants must be physically fit enough to perform the duties of a constable safely and effectively and to handle police equipment.

As part of the recruitment process you will be required to take the national Job Related Fitness Test to ensure you can undertake physically demanding tasks such as running, chasing suspects, and handling police equipment. This test is demanding and you will need to start training now.

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Police officers encounter stressful situations, trauma, physical confrontation and work long hours on shifts. They need therefore, to be resilient enough to cope with the demands and pressures of police work. Applicants must therefore be in good health mentally and physically to undertake police duties. When thinking about whether you are fit and healthy, ask yourself these questions:

- “is there any factor which causes me to take time off work or may affect my ability to perform all the functions of a constable?”
or
- “do I have an infection, injury or medical condition which is likely to recur or be aggravated by the type of work encountered by a constable?”

This should help you decide.

Certain medical conditions are also incompatible with policing. Look through the medical conditions listed below to help you decide.

The medical standards are under review.

You will be required to complete a medical questionnaire and to undertake a medical examination as part of the recruitment and selection process.

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Lancashire Police may reject applicants with:

- Diabetes Mellitus or those who are clinically overweight;
- Persistent upper gastro intestinal tract disease;
- A history of inflammatory bowel disease such as Chrome’s disease;
- Ulcerative Colitis or Irritable Bowel Syndrome;
- None asthmatic chronic respiratory disorders;
- Asthma (currently on treatment, including 2 inhalers);
- Spontaneous Pneumothorax (on two or more occasions);
- A history of either back disorder of knee dysfunction requiring treatment;
- Recurrent dislocation of major joint, major foot deformities;
- A history of psychotic illness;
- Most neurotic or stress related psychotic disorders;
- Drug misuse or alcoholism;
- Eating disorders;
- Sociopathic behaviour;
- On psychotropic medication;
- A history of menieres disease;
- Perforated eardrum;
- Less then average hearing;
- Hypertension requirement treatment;
- Uncorrected congenital heart disease;
- An epileptic seizure after five years of age;
- Any degenerative neurological disease;
- Chronic genitor-urinary disorders.

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The current eyesight standards are:

6/12 or better in either the right or left eye (4th line from the bottom of the chart) and

6/6 with both eyes together (2nd line from the bottom of the chart).

The standard can be achieved either with or without spectacles or contact lenses. However if you wear spectacles or contact lenses you also need to be able to reach:

6/36 with both eyes together (2nd line from the top of the chart) without your spectacles or contacts lenses.

Colour vision – the use of colour correcting lenses is not acceptable.



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If you have previously applied to join the police service and been unsuccessful, you may not reapply for six months from the time you were notified of the outcome of your last application.

In certain circumstances you may have been advised that you cannot apply to join the police service for a set period of time.

YOU MUST ADHERE TO THIS.

This is a very short, yet necessary section. Before beginning the application process it is advised that all applicants have a basic understanding of what it entails to be a member of the police force.

Policing is a 'hands on' job. Officers are required to deal with a wide range of incidents ranging from administering first aid, dealing with nuisance and disorder, attending a domestic violence incident to searching and checking dead bodies.

Any, or all, of the above incidents can be experienced during a typical shift.

Policing is a 24 hour business. Officers work nights and weekends. It is not unheard of, especially during times of emergencies, for officers to have to cancel days off with little or no warning.

All officers will work a shift system for at least two years of service. You are then eligible to apply for other uniform posts or specialist posts – e.g. the Criminal Investigation Department or Neighbourhood Policing Team.

For more information about what it takes to be a police officer go to the www.lancashire.police.uk



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The first section of the form requires you to list your name, address, contact numbers, nationality, disabilities, convictions and cautions, health, business interests, financial position, previous addresses, plus information about your family.

If you haven't done so already, please go to the 'Necessary Requirements to join Lancashire Police' section for assistance with these questions. For further information please see the guidance notes at the back of the form, or select the relevant menu buttons to the left.

Applicants for the police service must undergo thorough screening. ***Please list all surnames by which you have been known, including your name at birth; middle names and name if changed by deed-pole.***

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This section requires all applicants to state if they have a disability.

Applicants must be in good health both physically and mentally to perform the duties of a police officer once appointed.

Police Officers are covered by the Disability Discrimination Act. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability and details of assessment process and the role of a police officer.

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'.

Successful applicants will fill in a medical questionnaire and undertake a medical examination prior to appointment.

All applicants will have their eyesight examined at the medical assessment.

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To be eligible for appointment you must be a British citizen or a member of the EC or other states in the EEA (Iceland, Norway, Liechtenstein). You must have resided in the UK for the past 3 years.

If you are a Commonwealth citizen or foreign national you are also eligible providing that you have had residency in the UK for the past 3 years. You must also provide proof that you have no restrictions on your stay in the UK. (You must have indefinite leave to remain. Student visas are not acceptable). You should therefore send a copy of your passport which shows that your stay is free of restrictions. Do **NOT** send your actual passport with this application. Other documentary evidence of your status may be required.

Note: All candidates will be required to produce their passport when attending our assessment centre.

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Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions **will**, however, result in your application being terminated.

You **must** declare **all** convictions for any past offences, formal cautions by the police including cautions as a juvenile, (i.e. under 18 years) and any bind-overs imposed by any court. You should include traffic convictions such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences and any appearances before a court martial.

You **must** also declare any charge or summons currently outstanding against you.

You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975) or any involvement with civil, military, or transport police.

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Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

All tattoos should be declared, you should describe their nature and words used, extent, size and location.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of the constable.
- Are garish or numerous or particularly prominent.
- Could cause offence to members of the public or colleagues and/or invite provocation. This would include tattoos which are rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating or tattoos which display unacceptable attitudes towards woman, minority groups or any other section of the community, or alignment with particular groups which could give offence to members of the community.

You are required to **take two colour photographs of each tattoo on the body**, i.e. we must be able to identify an arm, leg or back. The other must be a close up of the tattoo which clearly shows details of the tattoo.

You **MUST** also include translation details of **all** your tattoos.

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You will find these notes also within the 'Necessary Requirement' section.

The police service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objective or pronouncements may contradict the duty to promote race equality.

If you are, or have been, a member of the BNP or similar political organisation, your application **WILL** be rejected.

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In this section of the form you are asked to state how many times and how many days you have been off sick from work. Be sure to read the instructions carefully and fill in the boxes accurately as, in the instance of offering you employment, we will contact your employer or school/college for verification of your sickness record.

You must **NOT** guess or estimate these details.

The number of days and the reason for sickness **MUST** be completely accurate.

Failure to declare **ACCURATE** information **WILL** cause delays in the processing of your file and may ultimately result in the withdrawal of your application.

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You will not normally be eligible for appointment as a police officer if you have any of the following business interests:

You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.

Your spouse or any other relative living with you keeps a shop or similar in the area of the police force in question.

You, your spouse or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

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You will find these notes also within the 'Necessary Requirements' section.

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly.

Police regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, un-discharged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are **not** a bar to appointment.

Applicants who have existing County Court Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered. Applicants who have discharged County Court Judgements may be considered. Applicants who have been registered as bankrupt and their bankruptcy debts have been discharge will only be considered after three years from discharge of the debt.

Applicants who have entered into a live Individual Voluntary Agreement (IVA) may **NOT** be considered.

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In order for all applicants to be screened it is vital that you provide, as accurately as possible, all the addresses at which you have lived over the past five years. Please start with the most recent, excluding your current address.

Please ensure **ALL** details are completely accurate.

Do **NOT** guess dates you moved in and out of the addresses as this can impact on your application.

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Again, for screening purposes, you are required to provide details about your family. This includes your spouse or partner, your father, your stepfather or your mother's partner, your mother, your stepmother or father's partner, your brothers or sisters, (including full, half or step brothers and sisters), your spouse's or partner's mother or stepmother, your spouse's or partner's father or stepfather, your children or children of partner (please do not include details if they are under the age of 10), and finally, any other adult (a lodger for example) living at your address. If there is not sufficient space for every person required (e.g. you have more than two children), please supply information on a separate piece of paper.

As described under 'conviction and cautions' it is important that we know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against your family. You must advise them that these enquiries will be made. The police service cannot disclose the results of these enquiries to you.

If you have an estranged or deceased family member, e.g. parent or sibling, you **MUST** provide details so far as possible and then supply supporting information relating to the estranged or deceased family members including dates of death or date last seen.

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You are asked to provide details of employment covering at least the last 10 years. Include full-time and part-time work and answer the questions in each of the columns.

Exact details **ARE** required as well as dates you commenced and concluded your employment, the position you held whilst working there and contact details of your employer.

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References will be requested from your current and previous employers. Academic references may also be requested.

In addition, personal references may be requested. Please provide the name, address and telephone number of two referees. You should also supply details of their profession and relationship to you. Ideally you should have known the referee for at **LEAST** three years.

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Applications from service personnel will be accepted only if you have 12 months or less to serve before discharge. Please enclose confirmation of your projected date of discharge (e.g. a letter from your commanding officer).

Due to the nature of employment with HM forces it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to your current employer's reference, if different.

It is at the discretion of the Chief Officer as to whether successful applicants are allowed to remain on the Reserve List.

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Please list details as requested. Remember: applications will **not** be accepted from people who have previously applied unsuccessfully to **ANY** police force in England and Wales in the last six months.

Please note: In certain circumstances you may have been advised on a specific time frame for when you can re-apply. You **MUST** adhere to this time frame.

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Qualifications are not a requirement for appointment, however, if you declare qualifications on your applications, you will at a later date, need to provide copies of the certificates for verification purposes.

If you are still in, or have recently left, full-time education, we may also ask for a referee from the relevant institution.

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This is a very important section of the application form and is designed so that candidates can demonstrate that they have the core competencies needed to be an effective member of the police service. It is important that all applicants think very carefully about their answers. Please answer truthfully; you may be asked to expand on your answers at any stage of the process.

At this point we also strongly advise you to practice writing your answers on a copy of the form, rather than directly onto the original application form. The form is designed to offer the right amount of space for you to provide sufficient details in your answer – **please try to avoid leaving blank spaces or cramming your answers in** (all the more reason to practice first). You are not permitted to expand your answers beyond the space provided.

Any text that appears outside the allocation box or text which exceeds the word count will **NOT** be marked.

The examples you provide must be recent and within the last 5 years.

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General Information 1

The basic ethos of competency assessments is:

‘if you can demonstrate you did something in the recent past, you can do it in the future’

In other words, if you have shown a particular skill or competency in the past you will be able to use that skill or competency in your work for the police service. The question relating to a particular skill will normally ask the candidate for an example of a situation in which they have shown that skill in dealing effectively with the situation.

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General Information 2

Performance is measured on seven competencies and there is a diversity theme running throughout the whole process. The competencies are as follows:

Problem Solving

Resilience

Personal Responsibility

Customer and Community Focus

Respect for Diversity

Teamwork

Effective Communication

For **every** question it is vital that you identify what skill or competency the question is designed to test. In order to demonstrate a competency you should think about the question carefully and use the **best** example from your recent experiences in your answer. This may sound completely obvious but it is very important to choose the example that will best display the relevant competency.

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General Information 3

Applicants must ensure:

- they read the question carefully and answer accordingly;
- they read the prompts in each element of the question and answer accordingly.

The example provided must be:

- recent (in the last 5 years);
- Specific;
- Accurate;
- Relevant;
- Personal to **YOU**.

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General Information 4

Before moving on to read the more specific notes about each question, here are a few more general points about the completion of the competency based questions to bear in mind:

- read **ALL** the guidance notes at the back of the application form, they are there to assist you;
- Discuss possible examples with friends and family to ensure you use your best examples;
- Examples should ideally be used from your work life, but if this is not possible, use examples from other areas of your life;
- Examples should be relatively recent (ideally within the last 2 years or so but 5 years as a maximum);
- Make sure your answers are **YOUR OWN** examples as integrity is non-negotiable. Remember that you may need to discuss your answers in more detail at **ANY** stage of the application process;
- Draft out your responses until you are happy with the content;
- Allow yourself enough time to complete the form accurately;
- Do not use jargon or abbreviations;
- Use a dictionary or word checker to check your spelling and grammar or alternatively ask someone to review your spelling and grammar. **YOU CAN FAIL ON SPELLING AND GRAMMAR ALONE.**
- Make sure you take a photocopy of your complete form before you submit it.

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QUESTION 1 – Respect for others

This question asks you to recall an occasion when you had to challenge someone's bullying, discriminatory or insensitive behaviour. To score, you **MUST** provide evidence to show that you **challenged** this type of behaviour.

You need to be able to provide evidence that you understood the situation, the people involved and the wider implications of the situation.

What could the consequences have been had you not acted.

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QUESTION 2 – Working in a team

This question is designed to assess how well **you** work as part of a team. You must describe **ONE** specific occasion when you worked with others to get something done. **DO NOT GENERALISE.**

Your example **MUST** provide evidence to show that you worked with others to achieve a common goal. It must clearly show the role **YOU** played and how **YOU** worked with others to complete a task and achieve an appropriate outcome.

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QUESTION 3 – Dealing with difficult circumstances

This question asks you to describe a situation that you found challenging or difficult where you had to make a decision that others disagreed with. You **MUST** write about a specific occasion.

In choosing the situation you wish to write about, ask yourself: **WOULD OTHERS THINK IT WAS A DIFFICULT OR CHALLENGING SITUATION?**

Explain clearly why it was difficult or challenging. Who disagreed with you, why they disagreed with you, and what was said. How did you respond? Detail your actions. Clearly outline your feelings at the time of dealing with the situation and immediately afterwards, and why you felt this way.

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QUESTION 4 – Effective Communication

This question asks about your ability to **'communicate effectively'**

You **MUST** provide evidence of a specific situation when you had to tell a person, or group of people, something they might find upsetting.

You should clearly show that you thought carefully about what you said and how you said it, where and when should enhance your response.

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QUESTIONS 5 – 10

These questions are designed to test your motivation and knowledge of what being a police officer involves.

You **MUST** show that you know **WHAT** the role of a police officer entails and how your social and domestic life will change, if you are successful.

This is also an opportunity to show what preparation and research you have undertaken.

If you have previously applied and been unsuccessful, you **MUST** complete question 10 and detail what you have done since your last application to prepare yourself for the role.