Leicestershire Police

Protecting our communities

# Application Guidance

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## Welcome and thank you for your interest in joining our organisation.

Please take the time to read the guide before completing an application.

Your application form will be used in deciding whether you will be progressed to the next stage of the recruitment process.

Please complete the form accurately and honestly and include all the information asked for.

If you have any questions relating to your application or the guidance or the please contact the Shared HR Service Centre via email recruitment@derbyshire.pnn.police.uk

Best of luck!

# Before you start your application

## Take some time to prepare

Gather together all of the information you need, including:

- Your academic achievements / training
- Details of your employment history
- Contact information for your referees
- Criminal and financial history
- If applicable any photo's of tattoos on your hands, forearms, face & neck

*Remember to read all instructions carefully!*

# Carefully read the Job Advert & Description

## This will include:

- Purpose of the role
- Responsibilities/ Accountabilities
- Essential/ Desirable criteria
- Any other requirements such as specific qualifications/ training
- It will also set out the general terms & conditions of the role including the starting salary

*Check the closing date of the application, this is a fixed date and applications cannot be received after this time.*

**Did you know?**

You can register for Job Alerts, so you can be sent alerts for any vacancies that meet your search criteria!
Just select “Create Job Search”

# Essential Criteria

## These are criteria identified as key to the role

They can include:

- A particular skill
- Experience or knowledge in a field relevant to the role
- A specific qualification relevant to the role

You will be required to provide evidence against each criteria and by using your own experience and achievements give examples to show that you meet these.

Answer every question with as much detail as possible

Don’t assume we have any knowledges of the situation or context so avoid using acronyms and give full factual examples.

**HINTS & TIPS:**

There is 'Help' text for the relevant section throughout the application form.

# Desirable Criteria

## These are criteria identified as an advantage but not crucial to the role

These could be criteria that would make it easier or enhance your ability to do the job, but not essential because you would be expected to acquire these skills once you're in employment.

For example: specific knowledge of a certain systems used within the role would be beneficial, but if can also be learnt.

If you do meet any or all of the desirable criteria you should provide detailed examples showing how you meet these in the same way you would for the essential criteria.

**HINTS & TIPS:**

There is 'Help' text for the relevant section throughout the application form.

# Identify your best examples

## Based on the questions think about your best examples:

- Consider the responsibilities of the role
- The essential and desirable criteria
- Does your example fit with what is being asked for?
- Think of several options so you have the flexibility to choose the best one
- Choose fairly recent examples as they are easier to explain and recall
- Think about relevant examples from your current job, previous work or personal life
- You could also use any experiences from voluntary or community work you may be involved in

**HINTS & TIPS:**

Read and re-read your answers to make sure they meet the required level

# How do I explain an example?

**SITUATION:**
Set the scene, what was the situation when you carried out the relevant activities.

**TASK:**
What was required of you, what was the activity or objective?

**ACTION:**
What action did you take to complete the task, how did you do it and why? Remember to use "I" and not "We" as we want to know what you did and your impact on this particular activity.

**RESULT:**
What was the outcome, provide details of your actions and why it was successful or if not how could you have made it a success.

The text boxes are limited to 300 words only, so make the best of the work allowance by ensuring your example provides as much evidence as possible to meet the criteria.

**TIP:** Research, there are loads of helpful guides available to help you create the best example you can!
CHECK YOUR SPELLING AND GRAMMAR!

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# Best of Luck!

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