

# Completing your Application

## TOP TIPS



### OUR PRIORITIES



Vulnerability



Fighting  
Crime



Our  
People



Prevention and  
Partnerships



Responsive and  
Visible Policing



Service to  
the Public



Trust and  
Legitimacy

Making Derbyshire Safer **Together**



# Some **TOP TIPS** to help you with your application

Carefully read the job description/job advert, particularly the essential and eligibility criteria

- You **MUST** meet all of the essential criteria to pass the application stage
- The questions are designed to show us your experience and how you respond so give as much detail as you can
- Use your own **REAL-LIFE** examples, think about your experience and try and relate that to the question you're answering
- Answer **EVERY** question fully, failing to answer or putting "see answer above" will be automatically rejected
- Take your time, make sure you have enough time to complete the application – don't rush through!
- Check the answers you give meet the criteria required
- Check your spelling & grammar, this will play a part in your application

## OUR PRIORITIES



Vulnerability



Fighting  
Crime



Our  
People



Prevention and  
Partnerships



Responsive and  
Visible Policing



Service to  
the Public



Trust and  
Legitimacy

Making Derbyshire Safer **Together**



# Top Tips continued...

- Use “I” and not “We” in your examples, we want to know what you did and your impact on the situation
- Don’t assume we have any knowledge of the situation or context so avoid using acronyms and give full factual details
- Think of **STAR** when wording your answers & examples:
  - Situation** – Set the scene
  - Task** – Describe what was required of you
  - Action** – what did you actually do, what action you took
  - Result** – how was the situation resolved, outcome
- Ask someone to read through your answers to check for errors and to check it answers the question
- Research.... There are loads of hints and tips out there to help you with competency based applications

## OUR PRIORITIES



Vulnerability



Fighting  
Crime



Our  
People



Prevention and  
Partnerships



Responsive and  
Visible Policing



Service to  
the Public



Trust and  
Legitimacy

Making Derbyshire Safer **Together**



# Good Luck!

## OUR PRIORITIES



Vulnerability



Fighting  
Crime



Our  
People



Prevention and  
Partnerships



Responsive and  
Visible Policing



Service to  
the Public



Trust and  
Legitimacy

Making Derbyshire Safer **Together**

