

# Application Guidance



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# Thank you for your interest in joining Derbyshire Constabulary

Please take the time to read this guide before completing your application.

Your application will be used to decide whether you will be progressed to the next stage of the process.

Please complete the application form accurately and honestly and include all the information required.

If you have any questions relating to your application or the guidance please contact the Shared HR Service Centre via email: [recruitment@Derbyshire.pnn.police.uk](mailto:recruitment@Derbyshire.pnn.police.uk)

*Best of Luck!*

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# Before you start your application

## Take some time to prepare

Gather together the information you need, including:

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



*Remember to read all instructions carefully!*

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# 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 that you are sent alerts for any vacancies that meet your search criteria! Just select "Create Job Alert"

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# Essential Criteria

This is the 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 knowledge of the situation or context so avoid using acronyms and give full factual examples.



# Desirable Criteria

This is the criteria identified as an advantage to the role but not crucial

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

For example: specific knowledge of a certain system used within the role would be beneficial, but it 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.

*Tip: there is "Help" text for each section of 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

*TIP: Read and re-read your answers to make sure they meet the required level!*

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# 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 word 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!



Good Luck!

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