



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 shortlisted and 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 the information contained in this guidance or the application process, please contact the Shared HR Service Centre via email recruitment@derbyshire.pnn.police.uk

Thank you for your interest in the role and best of luck!

Before you start

When you have found the job you would like to apply for, don't start filling in the application form straight away.

Take some time to prepare, as this will make the task much easier.

Gather together all of the information that you'll need, including:

- Details of your academic achievements / training
- Details of your employment history
- Contact information for your referees
- Criminal and financial history
- Photos of tattoos on your hands, forearms, face and neck



Finally, read the instructions carefully to ensure that you complete the sections correctly and in full on the online application form.

Job Description / Job Advert

The majority of our vacancies are advertised on the recruitment pages of our website.

Select 'Join Us' to view the different types of opportunities available and guidance for specific roles such as Police Officer/PCSO's/Specials.

The vacancy advert and or the job description will include:

- Purpose of the role
- Responsibilities/Accountabilities
- Essential / Desirable job specific criteria required for the post
- Together with any other requirements such as particular qualifications

It will also set out the general terms and conditions of the vacancy, including the starting salary at which the appointment will be made.



The first step

Before you make your application you should carefully read the job advert and or job description and assure that you can provide sufficient evidence/meet the core skills and job specific criteria for the post.

You should plan the completion of your application being mindful of the closing date for the vacancy, as this is a fixed date that will not be negotiated (except where a reasonable adjustment is appropriate and has been agreed beforehand).



How to Apply?

You can apply online via our E-Recruitment portal, which can be accessed via the *'Join Us'* page on the force internet.

Creating a new user account

Once you have selected *'Apply'* you will be taken to the candidate log in screen. If you do not have an existing candidate account, you will need to select *'Register'* which can be found at the top of the page. Once you have done this, enter your details and read the terms and conditions. If you agree to the terms and conditions, confirm this and select *'Submit Registration'*.

Navigating the Application form

The fields marked with an asterisk *'*'* are mandatory, therefore you must provide a response or you will not be able to submit your application. Fields without a *'*'* are not mandatory, as they may not be relevant to all candidates.

Progress Tracker

A green tick ✓ by a section shows that you have responded to all the questions in that section. A red cross ✗ indicates that you have left some mandatory questions unanswered, therefore the application cannot be submitted.

You don't have to complete the whole application form in one go. Once you have completed a section, ensure you click the *'Continue'* button to save all you have done in that section. You can then log out of your account and return to your unfinished application at any point up to the closing date for the vacancy. To return to the application form, simply log in to your account, select *'My applications'* and click on the relevant vacancy title, which should be in your applications history.

Did you know? You can register for Job Alerts, so that you are sent the details of any vacancies that meet your search criteria to you via your registered e-mail address. Just select *'Create Job Alert'* at the top of the vacancies board.

The Essential and Desirable Criteria

These are criteria identified by the recruiting line manager as crucial to the particular role that they are recruiting to.

They could include:

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

You will usually be required to provide evidence against each criteria (unless stated differently in the job advert/description).

You should evidence how you meet the job specific criteria listed by drawing on your past experience, knowledge and achievements to provide relevant examples which demonstrate that you meet the criteria.

If you do not sufficiently evidence the job specific criteria, it is unlikely that your application will pass the sift stage and the panel will not progress to interview.

If you are an internal member of staff don't forget the panel may not know you, don't assume they know what you have achieved. So give full answers. Also avoid using acronyms.



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

Identify Your Best Examples



Identify your most relevant examples you will probably selected them from a bigger selection of examples you could have used. Try to jot down this bigger list of examples as this will help you prepare.

Review the list against the job description and think about the responsibilities for the job and the essential/desirable criteria. If you can think of more examples, add them to your list. Make sure each example gives you a good chance to demonstrate the criteria you have aligned it to. The panel will be looking for how well the evidence you have provided demonstrates that you meet the requirements for the role.

Having several relevant examples for each criteria area will give you flexibility to choose the best. It also enables you to show real breadth and depth. You should give as much relevant information as you can. Any kinds of situations can be used as examples – from your current work, previous work, or situations from your personal life or any voluntary or community work you may have been involved in. Fairly recent examples tend to be the best ones to use – as they are more recent they are usually easier to explain.

Think about the nature of the role you have applied for and who you will be required to work/interact with (internally and externally). Consider the extent to which the role drives or influences actions and decisions, and at what level that happens.

Look again at your examples and evidence to make sure they are above, at, or as close to the required level and nature of the role as possible.

How do I Explain an Example?

Describe the situation

Firstly the Recruiting Manager needs to know what the situation was when you carried out the relevant activities, i.e. you need to set the scene. Keep this part brief and to the point – it is only to set the scene.

Describe what you did

By describing what you did, how you did it, why you did it and the affect this had you show the Recruiting Manager who will be assessing your application form that you understand what is required and that you are capable of doing it.

Avoid describing activities that are not relevant. Information relating to what others did is not appropriate as the Recruiting Manager will be looking for your actions, although you should describe how your actions affected other relevant people such as other team members. This will reinforce the evidence for the effectiveness of your actions.

You should use your own words: simply repeating the criteria will not suffice.

Describe the outcome

At the end of the statement you will need to explain what the outcomes of your actions were and why they were successful.

If it wasn't as successful as it could have been, explain what you could have done to make it more so. In other words you need to show what led to the particular outcome and what your part in it was.

Again, though, you should keep your descriptions of the outcome brief.

Summary

- Briefly describe the setting
- What was expected of you
- Say what you did – not what others did
- Describe the outcome and impact of your actions on others and on the situation
- Do not spend time and space describing activities that are not relevant to the criteria

Hint: We would expect around 300 words for each job specific criteria. As such, the text boxes are limited to 300 words only. You should aim to provide as much evidence as you can for each criteria, so make best use of the word allowance for each.

For Example..

We have added a typical essential criteria you might get asked on an application form, and then provided an answer that we would expect the applicant to demonstrate the following skills and knowledge:

To have experience in designing innovative websites and willingness to learn new web technologies.

Describe the Situation

In my second year I worked on a project to design a new website for a local charity, who support young people with mental health issues. They needed to raise their profile and provide up to date information about their services.

Describe what you did, how you did it and why

The new website needed to be attractive and engaging for young people, providing them with information, news and support in an easy to understand format. Additionally, they had a small budget and limited IT support so I needed to design a website that they could continue to update easily.

As a first step, I evaluated a range of web tools before implementing Webcase, (as the most suitable platform), as it was free and included an easy to use blogging tool.

As I hadn't used Webcase before, I worked through training material available on YouTube, to understand the key features and then researched similar websites.

Information was taken from their booklets, which I adapted and re-wrote into an easy to understand web format, ensuring that it was also mobile friendly.

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For Example Cont..

Throughout the project, I worked closely with staff and young volunteers to understand their needs and how they would prefer to navigate through the site to reach key sections. We also tried out a number of designs and voted on our preferred option. Once all the sections had been implemented, I set up training for key members of staff so that they could continue to update the content and make use of the blog to provide the latest news and events.

Describe the outcome

The staff and volunteers were really pleased with the design of the website, plus it is so easy to manage. Since it went live three months ago, it has received over 20,000 hits. (285 words).

Answer Analysis

- The answer is a good length - close to the word limit.
- It answers the question, clearly explaining her role.
- It uses the structure, by stating the: Situation (the context in which the example took place), the Task (the activity to be undertaken and the objective), the Actions taken to complete the task, and the Results (including clear details of the outcome, with measurable evidence of the applicant's success, if possible)
- There are no spelling, punctuation or grammatical errors.

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Hints and Tips!

Consider typing your answers into MS Word or other similar software packages before copying and pasting them into the application form, you will find it easier than typing directly into the web browser.

You'll need to double-check your formatting as you copy and paste - for instance, if you've gone over the word count, the online form may simply cut off the ends of your answers.

Please note, system 'times-out after 1 hour'. So, going about your application this way means you won't risk losing your progress if your logged-in session times out.

Print your answers and read it through before you submit, as it's much easier to spot spelling and grammatical errors on a printed page rather than on screen.

You should also:

- Focus on answering the questions and avoid waffling or being too vague
- Select appropriate examples of your achievements from past experience
- DON'T give general examples instead DO give specific examples that focus on the actions YOU took
- Remember that you will have lots of examples in your day- to- day work - examples do not have to be extra special and can come from any aspect of your working life or career to date
- Avoid using jargon, slang terms or acronyms
- Write concisely. If it cannot be understood, how can it be scored
- Ask somebody else, such as a peer, parent or friend, to read through your application. A second pair of eyes will help pick out errors that you may not have spotted.

Did you know? Once you have applied for a vacancy, you will be kept updated on the progress via your registered e-mail address. You can also check on the progress/status of your application by logging in to your account on E-Recruitment and view 'My Applications' section of your account which is at the top of the page when you are logged in.



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Best of Luck!

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