

RESTRICTED – STAFF (WHEN COMPLETED)



## Police Staff Application Form

You should refer to the application guidance notes before you complete this form in either your own handwriting or typed in BLACK INK only.

Please continue on a separate sheet should you need to.

Post applied for	
District / Department	
Location / Section	
Reference number	

Surname	
Forename(s)	
Address	
Postcode	
Telephone (Private)	
Telephone (Mobile)	
Telephone (Business)	
Email address	

**NB – We will send all correspondence to you via email unless you advise us otherwise.**

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<b>Details of employment</b>			
Please provide (working backwards from the most recent) details of any full-time, part-time or casual employment you have had.			
Name and address of employer	Job title	Dates of employment	Reasons for leaving

<b>Education / Professional / Vocational Qualifications</b>				
You will be asked to provide evidence of your qualifications obtained.				
Secondary school / college / university / organising body	Dates attended	Subject	Grade	Date qualification obtained

<b>Other relevant training courses completed</b>	
Organising body and title	Brief description of course content and dates attended

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<b>Other Activities</b> Please give details for any voluntary service or recreational interests

<b>Other Details</b>	
What is the period of notice required to terminate your present employment?	
Do you have a current driving licence?	
Are you, to the best of your knowledge, associated with any member of Norfolk or Suffolk Constabulary or the Norfolk or Suffolk Office of the Police and Crime Commissioner? If so, please give details.	
Do you require a work permit to work in the UK? If you already have a work permit, please state its expiry date.	
<b>If you require any adjustments to the recruitment process to assist you in your application for this role, please contact the HR Service Desk to advise on these and the reasons for them.</b>	

<b>Statement in support of your application</b> Please use this space to write in support of your application. This should include details of your work experience as far as it relates to the post for which you are applying. If you have undertaken any voluntary work or pursue any hobbies/interests which may be relevant, please include details. You may continue overleaf or on additional sheets, if you wish.  The guidance notes you will have received may ask you to relate experience in certain key areas. Please bear this in mind when completing this section of the application form.

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<b>Declaration</b>	
I declare that the information I have provided is true and complete to the best of my knowledge and belief.	
<b>Name (block capitals)</b>	
<b>Signed</b>	
<b>Date</b>	

**Applications to be marked CONFIDENTIAL and returned to the correct HR Department as shown on the vacancy advert**

**The personal data supplied will be managed confidentially, securely and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.**

*Information is handled in accordance with General Data Protection Regulation (GDPR) and Data Protection Act 2018 which set out the principles of good information handling practice and governs the fair and lawful processing, maintenance and security of data. For further details on how we use information and your information rights, please visit: [www.norfolk.police.uk](http://www.norfolk.police.uk) / [www.suffolk.police.uk](http://www.suffolk.police.uk)*

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