



**AVON &
SOMERSET**
POLICE & CRIME
COMMISSIONER

Competency Based Self-Assessment Application Form and Statement of Suitability

Application for the post of :

Application Reference :



OPENNESS



PARTNERSHIP



COMPASSION



COURAGE

Competency Based Self Assessment Application Form

Private & Confidential

Before completing the application form you are advised to read the instructions for completion carefully.

Instructions for Completion

You are strongly advised to read the job description, the competencies in the person specification and the Police & Crime Commissioner's priorities.

- A** The form should be completed in black ink or type-face (of not less than 10 pt). No attempt should be made to redesign the form.
- B** Complete all sections of the application form.
- C** Be as succinct and concise as possible although not to the point of omitting critical information. If you need to use supplementary sheets for other responses, clearly identify on the extra sheet which questions your response relates to.
- D** All information you want to convey **MUST** be contained within the application form (or on the supplementary sheets as specified). In deciding who to call for interview no additional information will be taken into account.
- E** It is your responsibility to ensure the application form and Equal Opportunities monitoring form are completed and are returned to the specified address and by the date given.

The information that you provide in Part Three will be used to evaluate how closely your skills, knowledge and experience align with the competencies required to perform effectively in the role and will enable you to deal with issues facing the force. When answering these questions you need to:

- A** Be open and honest with your responses, demonstrating your personal involvement i.e. what you actually did, why and how you did it.
- B** Evidence needs to be specific and focused on your personal involvement/experience and actions. The appropriateness of your application will be determined by the extent that your evidence relates to the competency area being asked about, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing Avon & Somerset Police & Crime Commissioner.



Part One

POST APPLIED FOR :

YOUR DETAILS :

Title :

Last Name :

Forename(s) :

Current Job Title :

Organisation :

Work Address :

Correspondence Address :

Telephone :

Telephone :

Email :

Email :

National Insurance Number :

Preferred working arrangement (please tick) :

Full-time Part-time Job Share

If you have ticked **Part-time** or **Job Share**, please give details below of your preferred working hours:

Assessments and interviews will be held on the dates shown in the timetable provided in the application pack. You will need to be available on all dates. Please provide details of any special arrangements you would require at interview (e.g. Building access).

Please confirm where you heard about the vacancy?

Part Two

DETAILS OF RECENT ROLES (MOST RECENT FIRST) :

Please provide a brief description of your career starting with your current role and working back through your employment. Please specify your employer, role and responsibilities in each post. For your current or latest position, include salary and reason for leaving/wanting to leave. Please also indicate your notice period?

DETAILS OF EDUCATIONAL/PROFESSIONAL QUALIFICATIONS OR ACCREDITATION

Please describe education/professional qualifications, accreditation, short courses and relevant in-house training which you consider are relevant to the role profile.

Schools, colleges, university or institutions attended where qualification/or accreditation was achieved.	From	To	Qualifications and grade attained

PROFESSIONAL OR PERSONAL DEVELOPMENT

Please detail professional or personal development information, which you consider is relevant to the role profile.

Development	From	To	Summary of the nature of the development

PROFESSIONAL MEMBERSHIP

Please detail those professional bodies, which you consider are relevant to the role profile.

Body	Level of membership	Date joined	How membership achieved (e.g. By examination)

Part Three

SELECTION CRITERIA :

Please provide evidence of the level of experience, skills and knowledge you have in the competencies outlined in the person specification. You will need to give full, clear, specific and demonstrable examples against each competency of how you meet the essential or desirable criteria. A score will be attributed to your evidence and used to determine your suitability for the role and whether you are invited for interview. Please use a supplementary sheet if needed.

(3,000 word count limit)

SELECTION CRITERIA (CONTINUED) :

SELECTION CRITERIA (CONTINUED) :

Part Four

ADDITIONAL INFORMATION :

WHY ARE YOU APPLYING FOR THIS POST? WHAT MAKES YOU THE BEST CANDIDATE FOR THE ROLE?

Please explain why you are interested and motivated to apply for this role and identify what you will bring to the role that hasn't been possible to evidence in the previous questions. You may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression. This is not scored.

(750 word count maximum).

Part Five

DISCLOSURE :

Do you currently have any job or business interest which you intend to continue should you join the Office of the Police & Crime Commissioner? Please provide details.

Please give details of any relationships to Staff/Officers of the Avon & Somerset Constabulary or Police and Crime Commissioner's Office. (Answer 'none' if no relationship exists).

Part Six

DISABILITY :

The disability discrimination act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Any disabled applicant meeting the essential criteria for appointment will be offered an interview.

Do you have a disability that you wish to disclose? Yes No

If **YES**, please provide details of any special arrangements or reasonable adjustments you would require to support you through this process?

Part Seven

REFERENCES :

Please supply the name, address and telephone number of two referees (one must be your present (or most recent) employer and the other, where possible, a previous employer). References will be taken up prior to any offer of appointment being made. Referees will only be approached after interview.

Reference 1

Name :	
Position/relationship :	
Address :	
Postcode :	
Telephone :	Email :

Reference 2

Name :	
Position/relationship :	
Address :	
Postcode :	
Telephone :	Email :

Part Eight

WORK PERMIT :

The prevention of illegal working in the uk is currently governed by section 8 of the asylum and immigration act 1996. Under law, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control and who has no permission to work in the uk, or who works for you in breach of their conditions to stay in the uk.

Do you require a work permit for employment in this country? Yes No

If YES, do you have a current permit? Yes No

If you have a current permit, please indicate the expiry date?

Part Nine

DRIVING LICENCE :

Some roles within the office of the police & crime commissioner (but not all) require the post holder to have a full valid uk driving licence.

Do you hold a current driving licence? Yes No

Groups:

Expiry Date:

Details of endorsements (if none, please insert 'N/A')

Part Ten

IDENTIFICATION :

Proof of your identity is required. Please produce a form of written identity (e.g. Passport, birth certificate, driving licence) for verification, plus one other document showing your address (e.g. Utility bill). Photocopies of the relevant pages must be sent with this application. Do not send the original documents as they will not be returned to you.

Enclosed? Yes

Part Eleven

CRIMINAL RECORD :

The amendments to the rehabilitation of offenders act 1974 (exceptions) order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the ministry of justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the rehabilitation of offenders act 1974.

Part Twelve

DATA PROTECTION STATEMENT :

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which forms part of our application pack.

Part Thirteen

DECLARATION :

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

I CONFIRM I AM AVAILABLE TO ATTEND FOR SELECTION INTERVIEW ON THE DATES SHOWN IN THE APPLICATION PACK.

SIGNATURE DATE



**AVON &
SOMERSET**
POLICE & CRIME
COMMISSIONER

Thank you very much for completing this form.

Please return this application to:

Kate Watson

**Office and HR Manager of the Office of Police & Crime
Commissioner**

**Avon and Somerset Police & Crime Commissioner
Valley Road
Portishead
Bristol
BS20 8JJ**

Email: PCCRecruitment@avonandsomerset.police.uk

OUR VALUES



OPENNESS



PARTNERSHIP



COMPASSION



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