



Filling in the police staff application form can seem a bit of a daunting task, particularly if you haven't applied for a job in years. The application form is potentially your ticket to the next stage so it is worth investing some time to complete. The best approach is to be systematic: You need to demonstrate convincingly that you meet **all** the selection criteria.

NB The new application form is modified for internal candidates so you don't have to fill in work history or educational details.

Here are some useful tips to help you:

Qualifications

You don't need to include everything here – think relevance. If you have a certificate in patisserie, it might be something you are very proud of but would it score you any points if you were applying for a civilian investigator role? The job description / role profile may specify academic or professional qualifications so it is important to include those. Sometimes you may not have the exact qualification being asked for but may have an equivalent. For instance, if you have completed a national vocational qualification, you will probably have achieved a level 2 in functional skills (mathematics, English, IT). This would be the equivalent of GCSE. Click here if you need to check: <https://www.gov.uk/what-different-qualification-levels-mean/overview> Always include any qualifications you have in functional skills (mathematics, English and IT).

If you are currently working towards a relevant qualification or are on a training course which relates to the job you are applying for, this can really demonstrate that you are serious about your career choice. If this is an essential requirement of the role and you can give a timeline for completion, this may well get you through to the next stage, especially if you can prove you have the required skills and experience.

Essential Criteria

This section is probably the most important section. If you can demonstrate here that you meet **all** the essential (for Dorset staff, essential and desirable) criteria, you will be invited to move into the next stage of selection. The criteria will be listed on the job description / role profile and you need to provide evidence underneath of how exactly you meet these criteria.

For example:

Criteria A – Must be able to demonstrate good communication skills:

"In my previous job I was responsible for dealing with customer complaints. This involved..."

Criteria B – Must be able to demonstrate basic numeric skills:

"I am responsible for monitoring various budgets in my current role, which means I have to..."

Situation - what area of criteria is being evidenced?

Task - the piece of work you undertook

Action - what you did to achieve the outcome

Result - what the outcome was

It's OK to use the same evidence under different criteria if appropriate - don't assume that the assessors will cross reference evidence because they won't. Evidence does not necessarily need to come from paid employment. You can use voluntary work, hobbies or domestic activities to show how you meet the criteria.

Regarding presentation of information, there are no real rules. Some people write in a concise and punchy style, perhaps using bullet points, while others will be more narrative. Please bear in mind that you need to use Arial 11 font and stay within the parameters of the box. Anything outside the box size will be discounted.

Personal Details / Equality Monitoring Form

Please note, these forms not given to the shortlisting panel and the Equality Monitoring Form is used for monitoring purposes only.

Disability - Adjustments for Applicants

Applicants who experience problems in completing the application form due to a disability are encouraged to contact the Recruitment Team to discuss other methods of completion. Additionally, applicants who may require adjustments to the interview or interview location, again due to a disability, should also contact the Recruitment Team as soon as possible, to enable adjustments to be made if required.