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| **APPLICATION FORM - SUPERINTENDENT** |

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| **DO NOT** leave any empty spaces when completing this form. Sections that do not apply to you should be clearly marked “N/A”. Failure to complete this form accurately will delay your application. |

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| **PERSONAL DETAILS** |
| Title |       | Surname |       |
| Forename |       | Previous surname(s) |       |
| Middle Name(s) |       | National Insurance No. |       |
| Town and Country of birth  |       |
| Full current home address |       |
| Postcode |       | Date of occupancy at this address (MM/YY) |       |

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| **Preferred method of contact:**Please notify us of any changes to these details as soon as possible. Ensure that any hyphens or underscores in your email address are easily distinguishable. The email address you provide will be our main method of contact. |
| Email address |       | Mobile No. |       |
| Home No. |       | Other (i.e. work) |       |

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| **RECORD OF POLICE SERVICE / POSTING** |
| Current Force |       |
| Address of Force headquarters |       |
| Line manager details | HR department details |
| Name:      Station address:      Telephone number:      Email address:       | Name:      Station address:      Telephone number:      Email address:       |
| Start date of service with current Force |       |
| Start date of service with previous Force if applicable  |       |
| Completed years of service |       |
| Current rank |       |
| Current pay scale |       |
| Collar/Warrant/Force number |       |
| Do you have current security clearance? If yes, at what level (SC/CTC/DV etc.) |       |
| Date of vetting expiry |       |
| List previousroles/positions held in your current Force and previous roles/positions held in **other Forces** in which you have served. **Start with your three most recent roles –** continue on a separate sheet if necessary.  |
| **Force** | **Nature of duty within rank** | **Date**  |
|       |       |       |
| Please provide a brief description of your role and major achievements in this role: |
|       |
| **Force** | **Nature of duty within rank** | **Date**  |
|       |       |       |
| Please provide a brief description of your role and major achievements in this role: |
|       |
| **Force** | **Nature of duty within rank** | **Date**  |
|       |       |       |
| Please provide a brief description of your role and major achievements in this role: |
|       |
| Working backwards, please now complete the rest of your career history; to the last five roles in the Police Service |
| **Force** | **Nature of duty within rank** | **Date occupied (MM/YY – MM/YY)** |
|       |       |       |
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| **TRAINING RECORD** |
| Please provide details of your academic attainments, associated qualifications and any further training courses that you think are relevant to your development as a senior officer. It is not necessary to provide details of all qualifications and training undertaken within the Police Service |
| Subject or course title | Qualification and level obtained | Date passed and expiry (if applicable) |
|       |       |       |
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| Please include here details of any relevant professional qualifications, including membership of any professional bodies, membership of Home Office committees, and publications of works that you consider relevant to your application |
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| Please confirm if you are trained within the below core operational areas |
| **Core Operational areas** | **Check box if you are trained** | **If trained, what is the highest level of command you have held for these operational areas** |
| Armed Policing and Public Order Operations | [ ]  |  |
| Sporting, VIP or Security Events | [ ]  |  |
| Senior Investigation Officer of a Major Inquiry | [ ]  |  |
| Public Order | [ ]  |  |
| Crime Initiative - Serious and/or Volume Crime | [ ]  |  |
| Anti-Social Behaviour | [ ]  |  |
| Community Relations | [ ]  |  |
| Major Disaster | [ ]  |  |
| Professional Investigation Programme (PIP) Accreditation *(specify level)* | [ ]  |  |
| Please advise of any other relevant operational areas of note. |
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| **MISCONDUCT/ COMPLAINTS/ PERFORMANCE/ CONVICTIONS ETC** |
| Are you currently involved in any complaint or misconduct enquiry? If yes provide brief details. We will contact your Force for verification | Choose an item.Details |
| Please confirm if you are currently, or have recently been on a performance plan | Choose an item.Details |
| Please confirm below details of convictions for any offence(s) including traffic convictions, penalty notices, appearances before a court martial, formal cautions by police for any offences(s) (including cautions as a juvenile) or any bind-over imposed by court. *You must also include spent convictions under the Rehabilitation of Offenders Act 1974.* Give details of any charge or summons presently outstanding against you. **It is in your interest to make a full and frank disclosure, since withholding or failing to supply relevant information may result in you being excluded from access to police premises or other assets.** |
| Have you ever been INVOLVED IN or INVESTIGATED FOR an offence? If yes please provide details below (add further rows if necessary) | Choose an item. |
| Date | Offence/ alleged offence | Result  | Court / Police station involved |
|       |       |       |       |

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| **MOTIVATION AND PERSONAL CIRCUMSTANCES**  |
| We would like to understand a little more about your interest in the role and Dorset Police. This is an unscored section of the application. |
| Why do you want to join Dorset Police as a Superintendent? (max 300 words) |
|       |
| Personal circumstances |
| Accommodation already in place in Dorset [ ] Property to sell [ ] Partner and Family to move [ ] Prefer not to say [ ]  |
| Please let us know of any other considerations we need to be aware of in relation to a possible transfer to Dorset       |
| Please state any dates you are unavailable over the next 12 months i.e. Annual leave      |
| **SUPPORTING EVIDENCE** |
| Within this section, you must provide evidence against questions which are aligned to a specific competency or value from the CVF Framework. This is your opportunity to demonstrate your competence, knowledge, and experience to evidence your ability to undertake the role of superintendent. There are 4 questions in total. You are limited to 500 words per question.   **What to think about when completing the application form:**   * **Understand the question:** Read the question carefully to identify what is being asked. If you are unsure, have a conversation with your line manager, SLT, mentor, or speak with Resourcing if you feel a reasonable adjustment may be required.

 * **Use a structure:** We recommend using the STAR method but use a structure to ensure your evidence is clear and concise.
* **Be specific and relevant:** Choose examples that directly relate to the question and provide details or data to support your points
* **Focus on your role:** Clearly define your role and contributions when giving an example. Avoid using generalisations and focus on what you did specifically.
* **Reflect on the outcome and any learning:** Clearly demonstrate the outcome of your example and describe any lessons learned or skills gained.

 * **Consider the responsibilities of a superintendent:** [Superintendent - College of Policing](https://swishpnn.sharepoint.com/sites/PPR/Shared%20Documents/Promotion%20Process%20Templates/Rank%20Profile%20-%20Supt.pdf) – Role profile for rank, with detail regarding Competency and Values Framework (CVF).

 You will also be required to provide the details of an individual who can be contacted to verify your evidence. Please note, you will be notified if there is a requirement to contact any individual listed prior to any contact being made.   Your application will be scored and shortlisted. Only officers successful at this shortlisting stage will progress to the next stage of the selection process.   **QUESTIONS BEGIN ON THE NEXT PAGE**  |

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| **CVF:** We are emotionally aware  **Question:** An inclusive culture delivers high performing teams. What have you done as a senior leader to advance equality, diversity, and inclusion at a strategic level within the force. (max 500 words)   |
|  |
| **Name and job title of suitable individual who can verify evidence:** |  | **Contact number of the suitable individual who can verify the evidence provided:** |  |
| **CVF:** We take ownership  **Question:** As a senior leader you are responsible for improving performance. How have you delivered improvements in service delivery for victims**.** (max 500 words)  |
|  |
| **Name and job title of suitable individual who can verify evidence:** |  | **Contact number of the suitable individual who can verify the evidence provided:** |  |
| **CVF:** We are collaborative   **Question:** Provide an example of where you have worked collaboratively to deliver policing outcomes. What were the measurable outcomes achieved?(max 500 words)  |
|  |
| **Name and job title of suitable individual who can verify evidence:** |       | **Contact number of the suitable individual who can verify the evidence provided:** |       |
| **CVF:** We are innovative and open-minded **Question:** How have you led teams through organisational change, ensuring smooth transitions while maintaining high morale and productivity. (max 500 words) |
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| **Name and job title of suitable individual who can verify evidence:** |       | **Contact number of the suitable individual who can verify the evidence provided:** |       |
| **HEALTH & DISABILITY** |
| The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so. |
| Do you have a disability you wish us to know about at this stage? |       |
| Are you applying under the disability confident scheme? | [ ]  |
| In support of your application, please let us know if you believe there are any reasonable adjustments required to aid you:* through the recruitment process
* to perform the role of a Superintendent
 |       |

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| **SIGNED DECLARATION** |
| Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679). The most common way to provide this information is in a Privacy Notice which can be accessed by clicking here:[Dorset Police Privacy Notice](https://www.dorset.police.uk/hyg/fpndorset/privacy-notice/) |
| We need to advise you that we will be sharing your details with other departments within the Police; this will enable events/support to be arranged if applicable to your application. **I** Choose an item.**allow you to share my details with a 3rd party (delete accordingly)**Signature:       Date:       |
| I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I understand that:* I must inform the recruitment office without delay of any change in my circumstances.
* Criminal conviction checks will be made against me.
* Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
* Any offer of appointment will be subject to satisfactory references and vetting and continued good conduct.
* A member of a Police Force who has deliberately made any false statement or omitted information in connection with his or her application or appointment may subsequently be liable to discharge or misconduct proceedings.
* The Chief Officer retains the right to reject any application without giving reasons.
* The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces
 |
| Signed | Print Name | Date |

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| **In Strictest Confidence****Equality Monitoring Form** | Form (EOM(2)V2 06/2018)Application stage |

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| Post |
| [ ] Police Officer | [ ] Police Staff | [ ] PCSO | [ ] Special Constable | [ ] Cadet |
| [ ] Relief Worker | [ ] Agency worker | [ ] Volunteer | [ ] Independent Advisor  | [ ] Apprentice |
| Job title:       |

Devon & Cornwall Police are committed to being equal opportunity employers. In accordance with advice received from the Equality and Human Rights Commission each Force monitors all the applications it receives for the posts which it advertises. The information provided is for monitoring purposes and is not considered in the selection process.

Devon & Cornwall Police are committed to promoting genuine equality of opportunity in line with our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty. In order to promote genuine equality of opportunity we need an overview of our applicants. We try to ensure that any request for personal information from you is necessary and proportionate. All personal information is stored securely in line with the requirements of Data Protection legislation.

If you are successful in your application the information you provide will be transferred to your personnel record. The information is used to help us understand the make-up of our workforce and informs our positive action activity to help us achieve a more representative workforce. Access will be restricted to authorised staff only. You can update your personal confidential data at any time.

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| Please place a cross in all the relevant boxes: |
| 1. Age
 |
| [ ] Under 16 | [ ] 16-25 | [ ] 26-35 | [ ] 36-45 | [ ] 46-55 |
| [ ] 56-65 | [ ] 66+ | [ ] Prefer not to say |

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| 1. Disability
 |
| The Equality Act defines a person as having a disability if he or she ‘has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities’. Do you have such a disability? [ ] Yes [ ] No |
| Please indicate if you will require any assistance or reasonable adjustments if you are invited for testing and / or an interview; we will be pleased to discuss this with you. |
|       |
| 1. Ethnic origin
 |
| How would you describe my ethnic origin?  |
| White: | [ ]  British [ ]  Irish [ ]  Irish Traveller[ ]  Any other White background (please specify):        |
| Mixed: | [ ]  White & Black Caribbean [ ]  White & Black African [ ]  White & Asian [ ]  Other mixed background (please specify):        |
| Asian / Asian British:  | [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Other Asian background (please specify):        |
| Black / Black British:  | [ ]  Caribbean [ ]  African Other Black background (please specify):        |
| Other:  | [ ]  Chinese [ ]  Other Black background (please specify):        |
| Prefer not to say:  | [ ]   |

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| 1. Gender identity
 |
| Is your gender identity the same as it was at birth?  |
| [ ]  Yes [ ]  No [ ]  Prefer not to say |

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| 1. What is you religion or belief?
 |
| [ ]  Atheism  | [ ]  Baha’i  | [ ]  Buddhism  |
| [ ]  Christianity  | [ ]  Hinduism  | [ ]  Humanism  |
| [ ]  Islam  | [ ]  Jainism  | [ ]  Judaism  |
| [ ]  Pagan  | [ ]  Parsi / Zorastrianism  | [ ]  Rastafarianism |
| [ ]  Sikhism  | [ ]  Other religion or belief (please specify):       |
| [ ]  No religion or belief (please specify):  | [ ]  Prefer not to say  |  |

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| 1. Gender
 |
| [ ]  Male [ ]  Female [ ]  Other:       [ ]  Prefer not to say  |

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| 1. Sexual orientation
 |
| [ ]  Heterosexual | [ ]  Bisexual  | [ ]  Lesbian  |
| [ ]  Gay  | [ ]  Other  | [ ]  Prefer not to say |