

# DURHAM CONSTABULARY

## Guidance Notes for Applicants Completing an Employment Application Form



*Altogether Better Policing*

These notes give you information about the constabulary's application form and policies and procedures.

**Please read them before you complete the form, detach and keep the notes after you have sent us your application.**

We particularly welcome applications from ethnic minority candidates and those with disabilities (who are generally under represented in the workforce). Disabled candidates who meet the essential criteria for a job are guaranteed the offer of an interview. Applications from candidates with a disability, other than in written form, are acceptable, as long as the essential criteria for the job can be evidenced. If you need any assistance in completing this form or to discuss any reasonable adjustment which you require please contact us at Human Resources, Police HQ, Aykley Heads, Durham, DH1 5TT, Telephone:- 0191 3752123.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### ABOUT THE APPLICATION FORM

1. **Part 1** is the main application form which will be used for shortlisting and assessment/interview.

**Part 2** provides personal information required by the HR Department for the confidential personal record of the successful candidate, and to assist in monitoring the effectiveness of The Equality Commitment and Workplace Conduct Policy.

Part 2 will not be seen by those who are involved in any part of the selection process.

**Part 3** is a declaration of criminal convictions and family details and must be completed.

### APPLICATION FOR EMPLOYMENT (PART 1)

2. The form must be completed in full. **Failure to do so could result in your application not being progressed** WE DO NOT ACCEPT CURRICULUM VITAE AS A SUBSTITUTE for all, or any part of the form. If you have insufficient space, please continue on a separate sheet, mark it clearly and attach it firmly to Part 1 of the form.
3. Please complete the form neatly and clearly. Please use black ink or type the form.
4. You should complete the form accurately. Make sure that you check the specific details of qualifications and previous employment. Don't assume that the selectors will know all about you even if you have applied for a post before.

## SUPPORTING STATEMENT

5. It is important that you use the space on the form provided for you to explain how your skills, abilities, experience and qualifications compare with what we are looking for in the ideal job holder.

Please read the job description, person specification, advertisement and any additional papers sent to you carefully. It may be useful to prepare draft statements before filling in the form. Make sure that you say something about each of the points in the person specification. Concentrate on the essential criteria and then secondly cover the desirable qualities. **Applicants who do not meet the essential criteria for the post will not be shortlisted.**

6. Give examples and evidence to show why you think you have the right qualities for the job. Don't just say "I have many years of experience in ..." Give some details of what you did and how you did it. Use positive statements about what you did, for example, "I'm good at being creative, this was reflected in....." Don't assume that the selectors will know what your previous posts have involved. It is important not to undersell yourself and you must be able to support what you say with examples of what you have done or what you understand about tasks in the job description. Not all of your skills and experience will match directly but they may be transferable to the duties of the job. Explain how you think your skills may be relevant to the job. Outlining your previous work experience or other responsibilities may help you uncover skills which you have taken for granted but which are a clear sign of your ability to do the job.

## EQUAL OPPORTUNITIES (PART 2)

7. Durham Constabulary aims to adopt fair and effective employment policies to ensure that the most suitable people are employed.
8. Durham Constabulary is committed to a policy of equal opportunities. Accordingly it is the intention that no potential or actual member of staff will receive less favourable treatment on the grounds of ethnic or national origins, race, religion, nationality, colour, sex (gender), disability, gender re-assignment, marital status or sexual orientation. As an employer, Durham Constabulary recognises its responsibility to seek to ensure that employment opportunities at every level are open to all on a basis of full equality.
9. If you feel you have been unlawfully discriminated against in a selection process you should write to the Head of Human Resources at Police HQ, Aykley Heads, Durham, DH1 5TT. Every complaint will be investigated thoroughly and you will be advised of the outcome. This does not affect any right you may have under the Race Relations Act, Sex Discrimination Act or Disability Discrimination Act / Equality Act 2010 to present a complaint to an Employment Tribunal.



## RECRUITMENT AND JOB APPLICATIONS PRIVACY NOTICE

10. The Chief Constable of Durham Constabulary is committed to protecting your personal information.

This Privacy Notice contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given to us.

We may need to make changes to our Privacy Notice, so from time to time please check our website for updates. If there are important changes such as changes to where your personal data will be processed, we may need to contact you to let you know.

### **Who we are?**

This Privacy Notice is provided to you by the Chief Constable of Durham Constabulary who is the data controller of this data.

### **Your personal data – what is it?**

“**Personal data**” is any information about a living individual which allows them to be identified. Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018, and other legislation relating to personal data and rights, such as the Human Rights Act.

### **The data we may collect about you:**

Personal Data that we may collect includes:

- Name, address and any other contact details such as email address and telephone numbers
- National Insurance Number
- Sickness Absence History
- Gender
- Passport/Visa details
- Health and Disability
- Previous employment history, references and educational history and
- Details of your work experience provided by you in the form to support your application

We may also collect and process criminal conviction data, including unspent convictions or alleged criminal behaviour data for our administrative functions, namely recruitment. We will only use such information when the law allows us to do so, for instance when it is necessary for us to comply with the law, or when it is in the substantial public interest.

Special category personal data may include personal data revealing:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade Union membership
- Physical or mental health
- Sex life or orientation
- Genetic or biometric data.

Durham Constabulary will use the minimum amount of personal information necessary to carry out a particular activity.

## **Where do we obtain data from?**

We collect personal data about you throughout the recruitment process. The information is obtained either directly from you, for instance that provided on the application form, or from an employment agency or background check provider.

If you apply for a role through an agency, this data will be stored within HR as part of your recruitment application. The information stored is your CV only, until we want to make an offer to a candidate, at which point we are sent personal information from the Consultant. This information is then entered into our HR System.

## **Why do we use your information?**

We may process your data to enable us to carry out functions relating to the internal and external recruitment processes which may involve all or some of the following stages:

- Expression of Interest
- Application
- Shortlisting
- Assessment
- Structured Interview

We may also use your data to assess your qualifications for a particular job or task, including your suitability for promotion.

## **What is the legal basis for processing your personal data?**

The Chief Constable of Durham Constabulary may process personal data for the following reasons:

- The performance of a contract with you, in order to assist you with your desire to work with Durham Constabulary or the Police Crime and Victims Commissioner
- To meet a legal obligation, for example to ensure you have the right to live and work in the United Kingdom
- To allow us to perform our public task of providing a Police Force in the interest of the public.

We may process special category personal data with your explicit consent, provided for instance in regards to your medical records so that we can process your application or use the information to make reasonable adjustments for you if your application is successful.

The Data Controller will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date
- Kept only as long as is necessary for the purposes we have told you about
- Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your personal data and to protect personal data from loss, misuse, unauthorised access and disclosure.

**Sharing your personal data:**

We may share your personal data internally with relevant departments for the purpose of fulfilling one or more of the above stated legal bases. We may also engage the services of other agencies to meet legal requirements, or fulfil another lawful basis.

Where we have arrangements to share your personal data, there is a contract, memorandum of understanding or information sharing agreement in place to ensure that the requirements of the Data Protection legislation on handling personal information are met. Where we are required to disclose information by law, for example for safeguarding purposes, we may do so without these arrangements.

We engage with third party processors who handle some, or all, of the above mentioned information on our instruction.

Durham Constabulary will take steps to ensure any disclosures of personal data are necessary and proportionate, as required by law. Whenever we share your personal information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

**How do we keep your personal information secure?**

We are committed to ensuring that your personal data is safe and processed securely. In order to prevent your personal data from being accidentally lost, used or accessed in an unauthorised manner, altered or disclosed, we have put in place suitable physical, electronic and managerial measures. These include information security awareness training for our staff. We have also compiled procedures to safeguard and secure the information that we hold about you which our staff adhere to.

We limit the access to your personal information to those employees who have a business need to know, for instance through secure work areas and access controls on all of our systems. Employees, contractors and other third parties who handle personal data will only process your personal information in line with our direct instructions.

**How long do we keep your personal information?**

Durham Constabulary keeps your personal information as long as is necessary for the particular purpose, or purposes, for which it is held.

Records that contain your personal information processed for “general data” purposes will be managed in accordance with the Force Retention Schedule.

**Further processing:**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we may provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions, prior to commencing the processing. We will seek your prior consent to the new processing if this is appropriate.

**Your rights and personal data:**

Further information about your information rights can be found on the Durham Police website or by contacting the Data Protection Officer, Chief Information Officer, Durham Constabulary HQ, Aykley Heads, Durham DH1 5TT.

## **EDUCATION AND QUALIFICATIONS**

11. You should provide information on qualifications you have gained showing the most recently achieved first on the list. This approach should also be adopted when giving information on further or advanced qualifications and where memberships of professional bodies is given. If you are selected for assessment you will be asked to provide original documents as proof of the qualifications you have obtained, and proof of membership of relevant professional bodies. Failure to provide such proof may lead to your application not being progressed.

Durham Constabulary will set an appropriate qualification criteria for each post. In some cases this will mean that specialist qualifications will be required.

Some recruitment and selection exercises will involve occupational testing as part of the consideration of candidate suitability. In accordance with the terms of the Disability Discrimination Act / Equality Act 2010, appropriate adjustments can be made for disabled candidates.

## EMPLOYMENT HISTORY

12. Please provide details of all employment history, accounting for any gaps in employment. For candidates without employment history we will seek a reference from your last place of further education, school etc.

## WHEN YOUR FORM IS COMPLETE

13. Make sure your form is sent to arrive no later than 5pm on or before the closing date.

### **Applications received after the published closing date will not be considered.**

After the closing date applications are handled as follows:-

- a. A selection panel will select a shortlist for interview/assessment. The shortlisting will be based on the information provided in Part 1 of the application form and any supporting documents provided. Each candidate is assessed against criteria for appointment contained in the person specification.
- b. The shortlisted candidates will be contacted and asked to attend for the next stage of the recruitment selection process e.g. assessment & interview. They will also be advised of any special arrangement/requirements e.g. a presentation as part of the selection process.

Candidates with a disability who wish to make enquiries about the circumstances of the job or notify of any special arrangements which may be required to assist them in completing this application form and/or attending for assessment/interview, should contact Human Resources on 0191 3752123. Once assessment/interview dates have been scheduled, alternative dates will only be offered in exceptional circumstances. Please note an alternative assessment/interview date will not be generally offered if an applicant is unable to attend due to holiday commitments.

- c. References will usually be taken up following the offer of an appointment. However on occasions they may be taken up prior to interview.
- d. We regret we are unable to notify candidates who have not been invited for interview. If you do not hear from us within 6 weeks of applying for a post you can assume that you have been unsuccessful. Should this be the case, we would like to take this opportunity now to thank you for your interest in this post.

**If you have any queries not addressed in the guidance notes, please contact Human Resources at Police Headquarters, Aykley Heads, Durham, DH1 5TT. Telephone 0191 3752123.**