

Application form guidance

Your application form is our first impression of you, so it is very important that you take time in filling it out properly and evidence the essential criteria.

It's vital that you thoroughly read the **eligibility criteria** before applying.

This is a competency-based application form, so we'll be looking for evidence from your past actions, behaviours and experiences to see if you've got what it takes to be a police officer.

Follow these rules to guide you in completing the application form.

Spelling and grammatical errors

Your application will be checked for spelling and grammar. If you have more than 10 mistakes, you will automatically fail your application. It is advisable to prepare your responses in a Word document and use the spelling and grammar check before copying and pasting your answers into the form. Always check your punctuation.

Questions

Although it may not be obvious, **all** the questions in the application form **must** be answered. None are optional. Read through any guidance notes made available to you.

Answers

Your answers will be marked against the **Police Professional Framework (PPF)** see attached - therefore you **must** provide responses and examples that match the framework.

When you provide examples be specific not vague. For example, when saying you are a 'good communicator' write a structured story providing details of a specific example where you have demonstrated this and how it relates to the PPF. Give a description of the **situation**, the **actions you** took and the **outcome** as a result of your actions.

Use terms like 'I' rather than 'we' and talk about the specific actions you took, demonstrating awareness of various factors that needed taking into account.

Always provide a conclusion, whether positive or negative. Show consideration for what you might do differently next time if the outcome was not positive.

Final checks

Read and reread your application form to ensure it makes sense. If possible, ask a friend or family member to read it through so that the examples you have provided make sense to an external person.

Keep a copy of your application form.

If you are unsure about any part of your application or need any support and guidance in completing it, then contact the HR team on **recruitment@northants.pnn.police.uk**

Thank you for your interest in joining Northamptonshire Police and good luck with your application.

Be a #Forceforgood



We have a strong commitment to equality and diversity, striving to employ a workforce that reflects the diverse communities we serve.

We are actively encouraging individuals from minority backgrounds and women to consider applying. The positive action team are available to support and offer advice through the application and wider recruitment process.

For further information contact positiveaction@northants.pnn.police.uk

Police Professional Framework (PPF)

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Be a #Forceforgood