



Application form for a Special Constable

For Office Use Only:

Candidate URN:

Are you eligible?

Before you proceed with your application, please check that you meet all the following criteria to ensure that you are eligible to apply to become a special constable.

<p>You must be 18 ½ years of age or over at the time of applying.</p>	<p>Ideally you should not have a criminal record. If you have a conviction as an adult or juvenile, it is unlikely that you will be suitable, but some minor offences and cautions may not exclude you.</p>
<p>You need to be a British citizen or a citizen of a country that is a member of the European Economic Area or Switzerland, or a Commonwealth citizen or foreign national who is resident in the UK and free from restrictions.</p>	<p>You must not have tattoos on your hands, neck forearms or face which could cause offence to members of the public or colleagues, or be considered lewd, garish or provocative.</p>
<p>You will need a full driving licence at the time of application.</p>	<p>You must not be registered bankrupt with outstanding debts, have outstanding County Court Judgments against you, or be subject to a current Individual Voluntary Arrangement (IVA).</p>
<p>You will need to be physically fit, and you will need to pass the job related fitness test. If you receive a conditional offer of employment or are placed in to a pool of successful candidates to whom it is intended a conditional offer will be made when a position arises, you will undergo a medical screening. You will also need to meet the minimum eyesight standards. For more information go to www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment.</p>	<p>You will need to have gained certain qualifications and/or experience before you can apply. To be eligible for appointment you will be required to have a GCSE in English or Level 2 Functional Skills.</p> <p>Policing qualification(s), experience as a police community support officer, a special constable or experience in a relevant police staff role will also be considered.</p>
<p>It is important at this stage that you are aware of the training requirements of the role. Please see page 21 for the dates of each assessment session which you <u>must attend</u>. There are no alternatives to these dates.</p>	

If you are still uncertain as to your eligibility or have any questions, please contact the Organisational Development Department on 01624 631547.

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Application form for a Special Constable

It is essential that you read all the guidance notes (see page 21). You must complete all sections of this form in person, in either black ink or typeface. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked N/A.

GENERAL DATA PROTECTION REGULATION 2018

In accordance with the Equality Act 2017, it is good practice to know the composition of people applying for the special constable roles, so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the assessment centre thereafter (if your application is successful). Your name, or any identifiable information, will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced. However, providing this information is voluntary.

The information you provide will be held by the Isle of Man Constabulary for the purposes outlined above, and in accordance with the General Data Protection Regulation and other associated data protection legislation, as well as our duties under the Equality Act 2017. We will use the information collected from you to report on the composition of applicants. Your information will be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information will not be shared with any other organisation or used for any other purpose.

Your information will only be held in an identifiable form for as long as is necessary by the Isle of Man Constabulary and in accordance with their retention schedule. You have certain rights under the GDPR and associated data protection laws regarding your personal data, which includes the right to access data held about yourself to ensure it is accurate, and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.

For more information about your rights, please see our full privacy notice on www.iompolice.im/.

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Section 1: About you

Personal Details (see note 1)		
Family Name (surname):		Surname at birth/previous surname/maiden name (if different):
Forename(s):		Preferred Forename: Title (e.g. Mr, Mrs, Miss, Dr):
Date of Birth:	Age:	Town and Country of Birth:
Relationship status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Civil Partnership		
Current address: (inc. postcode)		
Previous address(es): (include approximate date and all addresses from birth to present)		
Email address:		Telephone Number(s) Home: Mobile:
National Insurance Number:		
Do you have a full driving licence?	<input type="checkbox"/> Yes Driving Licence Number:	<input type="checkbox"/> No
<p>You must hold a full driving licence prior to commencing employment with the Constabulary. If you do not already hold a full driving licence, you will be required to have passed your driving test prior to the closing date for applications.</p>		

Disability (see note 2)		
<p>The Equality Act 2017 prohibits discrimination, victimisation or harassment in employment, including recruitment.</p> <p>The police service welcomes those with any disability to apply.</p>		
Do you require any assistance with this application or any part of the assessment process? If yes, please provide details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consider yourself to have a disability (see note 2 for definition) or have a learning disability such as dyslexia that you wish us to know about at this stage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Wellbeing			
Please give details of all absences from work or education due to sickness during the last three years, including dates. Whilst every case is treated on its merits, we need people who are reliable and able to attend work on a regular basis. If you wish to disclose or provide further information regarding any absences, please supply details.			
Date from	Date to	Total number of days absent (including weekends)	Details

Eyesight		
Do you meet the police eyesight standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details of date and place of test:		
Applicants must have undertaken and passed the police eyesight test in the twelve months immediately prior to the closing date (<i>see Eyesight Test Declaration Form on pages 26-27</i>)		

Ability to Swim		
Are you able to swim?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Successful candidates will be required to complete the National Water Safety Management Programme.		

Nationality (see note 3)		
In order to be eligible, you must either be a Manx worker or a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.		
Are you an Isle of Man worker as defined in the Control of Employment Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your nationality?		
If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are a Commonwealth citizen or other foreign national, you must include a copy of your passport showing that your stay in the UK is free of restrictions. Photocopy of passport enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Tattoos (see note 4)

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Some tattoos may preclude you from becoming a special constable. Do you have any tattoos on your hands, forearms or face? If YES, please complete the section below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where are your tattoos located? <input type="checkbox"/> Hands <input type="checkbox"/> Neck <input type="checkbox"/> Forearms <input type="checkbox"/> Face <input type="checkbox"/> Other (please specify)		
Please describe the wording of your tattoo(s): Please give a translation of the wording if applicable, and describe any personal significance you attribute to the tattoo(s):		
Do you have any facial piercings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Membership of a Political Party or Organisation (see note 5)		
Have you at any time been a member of any political party or organisation? If YES, please give full details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a member of Britain First, the British National Party, Combat 18 or the National Front?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Business Interests (see note 6)		
Do you currently have any job or business interests which you intend to continue should you become a special constable? This includes any role that involves financial gain e.g. property rental.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please state the nature of this job or business and the extent of your involvement (<i>e.g. activity involved, non-executive director</i>).		
Do you or your spouse or partner or any relative own or run a shop or business which requires a licence (<i>e.g. liquor, gaming, refreshment house or entertainment</i>)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, give details below.		

Financial Situation (see note 7)		
Unless otherwise stated, complete these questions in respect of the last six years. If YES, you must provide full details (including dates).		
Have you ever had a loan arrangement terminated by a	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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bank/building society/finance house/other?		
Have you had a credit/charge/store or cheque card withdrawn or been notified that a card or account has been defaulted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in arrears with any existing load/mortgage/hire purchase agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been registered bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, have your bankruptcy charges been discharged?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had any court action taken against you for any debt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been party to an Individual Voluntary Agreement (IVA), Trust Deed, Debt Referral Order (DRO), debt management programme or a voluntary agreement registered with the Isle of Man Courts of Justice, County Court, a Sheriffs Court or Court of Session Judgement in Scotland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, has this been satisfied?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been the subject of an attachment of earnings order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had repossession proceedings commenced against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you consolidated all your debts with one lender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*If applicable, please provide a Certificate of Satisfaction as it is needed before your application can be processed.		
Please state below if there is any further information relating to your financial position that you need to bring to our attention.		

Criminal Histories
Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions will, however, result in your application being refused.
You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, i.e. under 18 years) and any bind-overs imposed by any court. You

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should **include traffic convictions** such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial.

You must also declare any charge or summons currently outstanding against you.

You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) **or any involvement with civil, military or transport police.**

You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).

Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made. The police service cannot disclose the results of these enquiries to you.

<p>Have you ever been convicted for any offence or been formally cautioned by the police for any offences or any bind-overs imposed by any court? <i>(you must include traffic convictions, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearance before a court martial. Any cautions as a juvenile should also be included)</i></p> <p>If you have answered YES, please enter full details below.</p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If you were a member of the Armed Forces, have you ever been prosecuted for any offence?</p> <p>If you have answered YES, please enter full details below.</p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date (most recent first)	Offence/alleged offence	Result (if known)	Court/Police Force involved
<p>Do you have any impending prosecutions? If YES, please give details below.</p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Have you ever been involved in a criminal investigation (whether or not this led to any prosecution)? If YES, please give details below.</p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Have you ever been associated with criminals?</p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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If YES, please give details below.		
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About your family

Please tell us about your family (wherever they live) and any other persons (aged 10+) living at your address. Provide full names including any middle names, previous family or surnames and maiden names. You should make it clear what their relationship to you is, i.e. if you are referring to your full sister you should delete brother, half and step. Continue on a separate sheet if necessary and attach it to this page. **Please complete all sections or your application will be delayed.**

Relationship to you (delete as appropriate)	Full Name (include previous surnames and name at birth if different)	Date of Birth	Full Address (include postcode and date move to address if known)
Your spouse or partner			
Your ex-spouse or ex-partner (if still in regular contact)			
Your father			
Your mother			
Your stepfather/mother's partner			
Your stepmother/father's partner			
Your brother or sister (full/half/step etc.)			
Your brother or sister (full/half/step etc.)			
Your brother or sister (full/half/step etc.)			
Your brother or sister (full/half/step etc.)			
Your spouse's or partner's mother/stepmother			

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Your spouse's or partner's father/stepfather			
Your spouse's or partner's mother's spouse/partner			
Your spouse's or partner's father's spouse/partner			
Your child/child of partner (only state if aged 10+)			
Your child/child of partner (only state if aged 10+)			
Other persons (aged 10+) living at your address (e.g. lodger). Please state relationship:			

Section 2: About your employment

Give below full particulars of your employment since you left school. *(continue on a separate sheet if necessary)*

Present or most recent employment (see note 8)		
1. Employer's name and address:	Telephone number:	
	Email address:	
Position Held:	Date Started:	Date left:
Reason for leaving (if applicable):		
2. Employer's name and address:	Telephone number:	
	Email address:	
Position Held:	Date Started:	Date left:

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Reason for leaving:		
3. Employer's name and address:	Telephone number:	
	Email address:	
Position Held:	Date Started:	Date left:
Reason for leaving:		

References (see note 8)	
Referee 1	Referee 2
Name:	Name:
Address:	Address:
How do you know this person?	How do you know this person?
Telephone number:	Telephone number:
Email address:	Email address:
May we contact this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, please detail why:	If NO, please detail why:

HM Forces (see note 8)		
Are you serving, or have you served in any of the following?		
<input type="checkbox"/> Royal Navy	currently serving / did serve	Served from: to
<input type="checkbox"/> Merchant Navy	currently serving / did serve	Served from: to
<input type="checkbox"/> Royal Air Force	currently serving / did serve	Served from: to
<input type="checkbox"/> Royal Marines	currently serving / did serve	Served from: to
<input type="checkbox"/> Army	currently serving / did serve	Served from: to
<input type="checkbox"/> Territorial Army	currently serving / did serve	Served from: to
<input type="checkbox"/> Other	currently serving / did serve	Served from: to
Service number:	Rank/Rating:	
Expected date of discharge:	Reason for discharge:	
Commanding Officer:		
Unit name and address:		
Telephone:	Email address:	
Are you liable for further service as a Reservist?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details of Reserve liabilities.		

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Previous applications to, or service with a police force			
(a) Please give details of any previous service in any police force in the UK, for example, as police officer, special constable, police community support officer, volunteer, support staff or cadet.			
Dates of service to/from (month/year):	Force (Warrant number):	Position held:	Reason for leaving:
(b) other than at (a), please give details of any previous or current application to any police force in the UK, for example for a police officer, police community support officer, special constable or support staff, whether these have been successful or not.			
Month/year of application:	Force:	Position applied for:	Result and details:

Section 3: About your education and skills

Your education (see note 9)	
Do you hold a GCSE in English Language at grade C or above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give date and grade achieved	Date: Grade:
If no, do you hold an equivalent qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain how it equates to our requirements:	
What is the highest academic qualification you have attained?	
Please tell us about any other skills you have such as driving or language skills and any voluntary or community activities you have been involved with.	

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Equal Opportunities

The police service is an equal opportunities organisation and is determined to ensure that:

The workforce reflects the diverse society which it serves and that the working environment is free from any form of discrimination, victimisation or harassment;

No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability. This is subject to the police service engaging in a positive action scheme which intends to overcome or minimise a person's disadvantage; and

No job applicant or volunteer is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim. The information on this form is for monitoring purposes only and will not be made available to those assessing your application.

The information supplied will be treated in the strictest confidence and will not affect your job application in any way.

Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity. This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age: <input type="checkbox"/> 18-24 <input type="checkbox"/> 24-35 <input type="checkbox"/> 36-60		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary		Is your gender different to that which you were assigned at birth? (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disability?*				Sexual Orientation:	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Bisexual	
*Under the Equality Act 2017 a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. Cancer, HIV infection and multiple sclerosis are all conditions that are defined under the Equality Act 2017.				<input type="checkbox"/> Gay/Lesbian	
				<input type="checkbox"/> Heterosexual	
				<input type="checkbox"/> Prefer not to say	
Ethnic origin (please tick the box that best describes your ethnic group or background)					
White		<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background			
Mixed		<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background			
Asian or Asian British		<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background			
Black and Black British		<input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background			

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Chinese or other ethnic group	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please state)
Religion or belief	
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Christian	<input type="checkbox"/> None
<input type="checkbox"/> Hindu	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Jewish	<input type="checkbox"/> Other (please state)
<input type="checkbox"/> Muslim	

Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the police service. The completion of this form is voluntary. You can tick more than one box.

<input type="checkbox"/> Police officer or other police service employee <input type="checkbox"/> Friend/family/other word of mouth <input type="checkbox"/> Careers office/school/college/library <input type="checkbox"/> Jobcentre <input type="checkbox"/> Website (please state which): Other advertisements, articles or interviews: <input type="checkbox"/> In local press (please state publication): <input type="checkbox"/> At local event (please state venue): <input type="checkbox"/> In recruitment poster <input type="checkbox"/> Social Media <input type="checkbox"/> Other (please specify):
Please give details of any other media, interviews or articles which prompted your application.

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Section 5: Declaration

I declare that to the best of my knowledge the information contained in this form is true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated. I understand that personal details about me will be held electronically and manually for employment purposes, subject to the requirements of the General Data Protection Regulations 2018.

I hereby give permission for a Police Check to be carried out.

Signature:

Date:

Before submitting your application, please ensure you have attached your completed health screening questionnaire, and ensure that you are available for the mandatory training dates (see page 21). In line with Constabulary values, and in addition to our usual vetting checks, we will be carrying out open source checks across social networking sites during the recruitment process.

Applications will only be accepted by candidates who have applied on no more than two consecutive occasions in the last three years, with a maximum of three applications in the last five years.

THE CHIEF CONSTABLE RESERVES THE RIGHT TO REJECT AN APPLICATION WITHOUT GIVING A REASON.

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Checklist

1. Read through your completed application form carefully.	
Ensure that it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.	If after reading through the recruitment material you have any remaining questions, please feel free to contact your local recruitment office.
Failure to provide accurate and complete information may result in your application being delayed or rejected.	Remember to make a photocopy of your completed application form.
2. Before returning the application form, please check that you have done the following:	
<input type="checkbox"/> Have you included a telephone number on which you can be contacted?	
<input type="checkbox"/> If you are a commonwealth citizen or other foreign national, have you included a photocopy of your passport with evidence that your stay in the UK is not subject to restrictions?	
<input type="checkbox"/> If applicable, have you enclosed photographs of any tattoos on your hands, neck, forearms or face?	
<input type="checkbox"/> Have you signed the declaration on page 20?	
<input type="checkbox"/> If applicable, have you enclosed a Certificate of Satisfaction? (see page 8)	
<input type="checkbox"/> Have you completed and endorsed the Equal Opportunities Form and Marketing Form? (see pages 18 and 19)	
<input type="checkbox"/> Have you checked the section 'Important Dates' on page 21 to ensure that you are available to attend all mandatory training? (there are no alternative dates available)	

The completed application form and all enclosures should be sent to:

**Organisational Development Department
Police Headquarters
Dukes Avenue
Douglas
Isle of Man
IM2 4RG**

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Guidance notes for the completion of this application form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before you complete the form.

You might also find it helpful to retain a copy of your completed application to refer to later.

Note 1: Personal Details

Applicants for the Special Constabulary must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

Your application will not be processed without a National Insurance number.

The Isle of Man Constabulary require a full driving licence on application. If you hold a licence, full or provisional, please include your driving licence number and category.

Note 2: Health, fitness, eyesight and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a special constable officer once appointed.

If you are successful in the first stage of the recruitment process, you will be required to fill in a medical questionnaire, and will be invited to take a fitness test. You will also need to arrange an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

Eyesight requirements are outlined in the link below:

<http://www.gov.uk/government/publications/circular-0032017-amendment-to-eyesight-standards-police-recruitment>

The Equality Act 2017 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to complete the application form or undertake the assessment process.

If you have a learning difficulty and require reasonable adjustments in completing this form, please contact the Organisational Development Department on 01624 631547.

Note 3: Previous Convictions

By virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 (as amended), applicants for the position of Police Constable are not entitled to refrain from disclosing details of convictions, spent or otherwise.

Any offence including all motoring offences or cautions (other than fixed penalty notices issued for parking offences) must be declared. This also includes any Order made against you by a Court Martial, Commanding Officer of the Armed or Merchant Services, or any conviction for an Armed Forces Disciplinary offence.

Declaring convictions does not automatically exclude applicants from employment however failure to do so can result in your application being dismissed.

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The above statement should not be regarded as an authoritative statement of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 and in cases of doubt, applicants should seek their own advice.

Note 4: Nationality

Applicants for this role must be Manx or, as of August 2017, qualify for an Isle of Man work permit before an appointment is confirmed with the IOMC. For more information on whether you qualify for an Isle of Man work permit, please refer to <http://www.gov.im/categories/working-in-the-isle-of-man/work-permits>.

Do not send your actual passport with this application.

Other documentary evidence of your status may be required.

Note: all candidates will be required to produce their passports when attending an assessment centre.

Note 5: Tattoos

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

Members of the public are largely accepting of police officers and staff with visible tattoos. Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes of views inconsistent with the College of Policing's code.

Careful consideration will be given by the force to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding whether to have such a tattoo.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the Constabulary
- Could cause offence to the public, colleagues and/or invite provocation
- Indicate unacceptable attitudes towards any section of the community
- Indicate alignment with a particular group that could give offence to members of the public or colleagues
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Facial piercings that undermine the dignity and authority of a police officer / special constable or their safety are not acceptable.

Note 6: Membership of the British National Party or similar

The police service has a policy of prohibiting any of their officers, or staff or volunteers from becoming members of the British National Party (BNP), Combat 18 or the National Front, whose aims, objectives or pronouncements may contradict the duty to promote race equality

If you are a member of the BNP or similar, your application will be rejected.

Note 7: Business Interests

You must declare if you, your spouse or partner or any relative living with you holds, or has a financial interest in any licence or permit relating to liquor licencing, refreshment houses or betting and gaming, or the regulation of places of entertainment on the Isle of Man.

The chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 8: Financial Position

Special Constables are in a privileged position with regard to access to information and could be considered

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potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts responsibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debt. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgements outstanding against them, or who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court Judgements may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court may not be considered.

Note 9: Employment

You are asked to provide details of employment covering at least the last ten years. Include full-time and part-time work, and answer the questions in each of the columns.

We will not make enquiries with your current employer unless you are recommended for appointment or unless you have agreed to let us approach them now.

You must account for any gaps in employment and provide details for someone who can verify this.

References

Give the names, addresses and telephone number of two referees and include the position they hold, if known.

They should not:

- be your current or previous employer,
- be a police officer; or
- be related to you.

You should have known them for at least three years.

HM Forces

Applications from members of the services who have 12 months or more before discharge may still be accepted at the discretion of the chief officer. Please enclose confirmation of your projected date of discharge (e.g. a letter from your commanding officer).

Due to the nature of employment with HM Forces, it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process. This is in addition to our current employers reference, if different.

It is at the discretion of the chief officer as to whether successful applicants are allowed to remain on the Reserve list.

Note 10: Education and Skills

To be eligible for appointment you will be required to have a GCSE in English or Level 2 Functional Skills. Policing qualification(s), experience as a police community support officer, a special constable or experience in a relevant police staff role will also be considered.

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If you are still in, or have recently left full-time education, we may also ask for the name of a referee from the relevant institution.

Important Dates

Dates in **bold** are mandatory.

Recruitment Begins	Monday 14 th January 2019
Presentation Evenings (TT Press Centre)	Tuesday 29 th January 2019
	Thursday 31 st January 2019
Recruitment Closes	Friday 1 st March 2019
Physical Assessment (Onchan Community Hall)	Wednesday 13th March 2019
Classroom Assessments (Port Erin Development Centre)	Saturday 16th March 2019
Classroom Sessions (Port Erin Development Centre)	Saturday 30th March 2019
	Saturday 6th April 2019
	Saturday 27th April 2019
	Saturday 4th May 2019
PST Dates (Port Erin Development Centre)	Saturday 18th May 2019
	Saturday 25th May 2019
First Aid (Red Cross HQ, Douglas)	Saturday 22nd June 2019

A final word

What can hold up the process?

Your application and assessment can be completed within three or four months. However these are some of the more common reasons that can cause delays.

- A medical query raised by the force medical officer. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached. You may find it helpful to discuss any medical issues at an early stage.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and delays in obtaining references from referees.
- Failure to complete all parts of the application form, or to include copies of all the documents requested, or to sign the declaration.
- Failure to train properly for and pass the fitness test first time.

Your cooperation can help to avoid delays.

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Isle of Man Constabulary Eyesight Test Declaration

Please print this form out and take it with you to your optician.

Name:	
Date of Birth:	

I confirm that I HAVE / HAVE NOT <i>(delete as applicable)</i> had refractive surgery.		
If you have had surgery, what type of surgery have you had?		
<input type="checkbox"/> Radial Keratotomy <i>*Please note that the IOM Constabulary will reject applicants who have had radial keratotomy.</i>	<input type="checkbox"/> Photorefractive Keratectomy	<input type="checkbox"/> LASIK / LASEK
Exact date of surgery		
Applicants who have had photorefractive keratectomy, LASIK or LESEK surgery may be considered provided six weeks have elapsed since the surgery, there are no residual side effects (supported by official medical certification) and the other eyesight standards are met.		
I understand that the results from the eyesight test must be forwarded to the Police Recruitment Section.		
Signature:		
Date:		

PLEASE ASK YOUR OPTICIAN TO FILL IN THE SECTIONS ON THE REVERSE OF THIS FORM

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THIS SIDE IS FOR OPTICIANS USE ONLY

		Snellen Test			
Unaided (vision)		Binoc.	Aided (visual acuity)		Binoc.
R	6/ N		6/ N		
		6/ N			6/ N
L	6/ N		6/ N		

Eyesight Standards for the Police Force

Corrected distance visual acuity must be 6/12 in either eye, and 6/6 or better binocularly.

Corrected near static visual acuity must be 6/9 or better binocularly.

Colour Vision Standards for the Police Force

Ishihara	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT DONE
City University Test	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT DONE
<p>Note: 7 out of 10 correct replies required in colour vision tests.</p> <p>Monochromats should be rejected. Mild anomalous trichromats are acceptable and should be treated as normals. Severe anomalous trichromats and dichromats are also acceptable and should be instructed in coping strategies. [Applicants who show a lowered discrimination for blue colours should be referred to an ophthalmologist for further assessment. This should include a measure of their dark adaptation performance].</p> <p>Colour vision can also be tested using the Farnsworth D-15 test. Applicants should not wear 'colour correcting' lenses during the colour vision tests.</p>	
I certify that	<div style="text-align: center; border-bottom: 1px solid black; width: 100%;"> subjects name </div> <div style="display: flex; justify-content: space-between; align-items: center;"> IS / IS NOT within the Police eyesight standards shown </div>

Optometrist signature:	Official Stamp
Date:	

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Candidate URN:



Isle of Man Constabulary Police Fitness Assessment

Health Screening Questionnaire

Name:	
Date of Birth:	Gender:
Current address: <i>(inc. postcode)</i>	
Telephone Number(s)	Home:
	Mobile:
GP's name:	
Practice address: <i>(inc. postcode)</i>	

Being active is very safe for most people. However, in certain circumstances it will be necessary to undergo a medical examination prior to undertaking the Police Fitness Assessment. **Please answer the following questions honestly as they are for your wellbeing.**

ALL ANSWERS ARE CONFIDENTIAL.

Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel pain in your chest when you do physical activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past month, have you had chest pain when you were not doing physical activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you lose your balance because of dizziness or do you ever lose consciousness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your doctor currently prescribing medication for blood pressure or a heart condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Do you have a bone or joint problem (for example back, knee or hip) that could be made worse by a change in your physical activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a bone or joint problem (for example back, knee or hip) that could be made worse by a change in your physical activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you recently undergone any surgery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you injured in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you pregnant or have you recently given birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know of <u>any other reason</u> why you should not do physical activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered **YES** to any question, you must talk to your doctor BEFORE you undertake the Police Initial Fitness Assessment. Answering **YES** to any of the questions will not automatically exclude you from undertaking the assessment. However, we will require you to obtain medical consent from your GP prior to undertaking the assessment. The cost of this examination will be at your own expense.

If you have answered the questions honestly and have answered **NO** to them all, then you can take part in the fitness test. Please sign below to confirm that you have understood all the questions and have answered them all to the best of your knowledge.

I understand that I should not complete the Police Initial Fitness Assessment if I feel unwell, and if my state of health changes I should inform a member of the Staff Development Team.

Signature:
Date:

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