**POLICE RECRUITMENT**

**APPLICATION FORM**

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| Position applying for: [ ]  Special Constable [ ]  Trainee Police Constable  |
| **PERSONAL DETAILS (SEE NOTE 1)** |
| Family Name (surname):      | Surname at birth/previous Surname/Maiden Name (if different):      |
| Forename(s):      | Preferred Forename:      | Title (Mr, Mrs, Miss, Dr Other):      |
| Date of Birth:       | Age:       |
| Town and Country of Birth:       |
| Relationship status: [ ] Single [ ] Married [ ] Divorced [ ] Widowed [ ] Civil Partnership  |
| Current address: (including postcode)      |
| Social Media Handles: (please print CLEARLY)      | Email Addresss:       |
| Mobile:       |
| National Insurance Number:       |
| Do you have a full driving licence? [ ]  Yes [ ]  No  | Driving Licence Number:       |  |
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| **DISABILITY (SEE NOTE 2)** |
| *The Equality Act 2017 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes those with any disability to apply.*  |
| Do you require any assistance with this application or any part of the assessment process? If yes, please provide details:       | [ ]  Yes | [ ]  No |
| Do you consider yourself to have a disability or have a learning disability such as dyslexia that you wish us to know about at this stage? If yes, please provide details:       | [ ]  Yes | [ ]  No |
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| **WELLBEING** |
| *Please give details of all sickness absences from work or education during the last 3 years. Whilst every case is treated on its merits, we need people who are reliable and able to attend for work on a regular basis. If you wish to disclose or provide further information regarding any absences, please supply details. Use a separate sheet if necessary.* |
| Date from | Date to | Total number of days absent (including weekends) | Reason for absence |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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| **EYESIGHT** |
| Do you meet the police eyesight standard? | [ ]  Yes | [ ]  No |
| If yes, please give the name of the opticians and date of test:      **Applicants must have undertaken and passed the police eyesight test in the 12 months immediately prior to the closing date of the recruitment campaign** |
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| **ABILITY TO SWIM** |
| Are you able to swim? | [ ]  Yes | [ ]  No |
| ***Successful candidates will be required to complete the National Water Safety Management Programme*** |
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| **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? | [ ]  Yes | [ ]  No |
| What is your nationality?  |       |
| If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions? | [ ]  Yes | [ ]  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? | [ ]  Yes | [ ]  No |
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| **TATTOOS (SEE NOTE 4)** |
| Some tattoos may preclude you from becoming a police officer. Do you have any tattoos on your hands, forearms or face?**If YES, please complete the section below and attach photographs to your application.** | [ ]  Yes | [ ]  No |
| Where are your tattoos located? | [ ] Hands[ ] Neck | [ ] Forearms [ ] Face | [ ] 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? (These cannot be worn whilst on duty) | [ ]  Yes | [ ]  No |
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| **MEMBERSHIP OF 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:       | [ ]  Yes | [ ]  No |
| Are you a member of Britain First, the British National Party, Combat 18 or the National Front? | [ ]  Yes | [ ]  No |
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| **TRADE UNIONS** |
| Are you a member of a Trade Union? If YES, please give details:       | [ ]  Yes | [ ]  No |
| **You will be required to resign your membership if you are appointed.** **This is a legal requirement.** |
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| **BUSINESS INTERESTS (SEE NOTE 6)** |
| Do you currently have any job or business interests which you intend to continue should you become a special/police constable? This includes any role that involves financial gain, eg property rental. | [ ]  Yes | [ ]  No |
| If YES, please state the nature of this job or business and the extent of your involvement(eg activity involved, non-executive director):       |
| Do you or your spouse or partner or any relative own or run a shop or business which requires a licence? (eg liquor, gaming, refreshment house or entertainment)If YES, please give details:       | [ ]  Yes | [ ]  No |
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| **FINANCIAL POSITION (SEE NOTE 7)** |
| *Unless otherwise stated, complete these questions in respect of the last 6 years. If YES, you must provide full details (including dates)* |
| Have you ever had a loan arrangement terminated by a bank/building society/finance house/other? | [ ]  Yes | [ ]  No |
| Have you had a credit/charge/store or cheque card withdrawn or been notified that a card or account has been defaulted? | [ ]  Yes | [ ]  No |
| Are you in arrears with any existing loan/mortgage/hire purchase agreement? | [ ]  Yes | [ ]  No |
| Have you ever been registered bankrupt? | [ ]  Yes | [ ]  No |
| If your previous answer was YES, have your bankruptcy charges been discharged? Please provide a Certificate of Satisfaction as it is needed before your application can be processed.  | [ ]  Yes | [ ]  No |
| Have you had any court action taken against you for any debt? | [ ]  Yes | [ ]  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? | [ ]  Yes | [ ]  No |
| If your previous answer was YES, has this been satisfied? Please provide a Certificate of Satisfaction as it is needed before your application can be processed. | [ ]  Yes | [ ]  No |
| Have you been the subject of an attachment of earnings order? | [ ]  Yes | [ ]  No |
| Have you had repossession proceedings commenced against you? | [ ]  Yes | [ ]  No |
| Have you consolidated all your debts with one lender? | [ ]  Yes | [ ]  No |
| Please state below if there is any further information relating to your financial position that you need to bring to our attention.      |
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| **CRIMINAL HISTORIES (SEE NOTE 8)** |
| 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? (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)If you have answered YES, please enter full details below.  | [ ]  Yes | [ ]  No |
| If you were a member of the Armed Forces, have you ever been prosecuted for any offence? If you have answered YES, please enter full details below.  | [ ]  Yes | [ ]  No |
| Date (most recent first) | Offence/alleged offence | Result | Court/Police Force involved |
|       |       |       |       |
|       |       |       |       |
| Do you have any impending prosecutions? If YES, please give details below.      | [ ]  Yes | [ ]  No |
| Have you ever been involved in a criminal investigation (whether or not this led to any prosecution)?If YES, please give details below.      | [ ]  Yes | [ ]  No |
| Have you ever been associated with criminals?If YES, please give details below.       | [ ]  Yes | [ ]  No |

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| **EMPLOYMENT (SEE NOTE 9)** |
| *Please provide full details of your employment for the last 10 years including full and part time work* *(continue on a separate sheet if necessary)* |
| 1. Current or Most recent 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:       |
| Reason for leaving:       |
| 3.Employer’s name and address:      | Telephone number:       |
| Email address:       |
| Position Held:       | Date Started:       | Date left:      |
| Reason for leaving:       |
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| **REFERENCES (SEE NOTE 9)** |
| **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 (please print clearly):       | Email address (please print clearly):       |
| May we contact this referee now?[ ]  Yes [ ]  No | May we contact this referee now?[ ]  Yes [ ]  No |
| If NO, please detail why:       | If NO, please detail why:       |
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| **H M FORCES (SEE NOTE 9)** |
| Are you serving, or have you served, in any of the following? |
| [ ]  Royal Navy | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Merchant Navy  | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Royal Air Force  | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Royal Marines  | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Army  | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Territorial Army  | [ ]  currently serving [ ]  did serve | From:       to       |
| ☐ Other       | [ ]  currently serving [ ]  did serve | 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? | [ ]  Yes  | [ ]  No |
| If YES, please give details of Reserve liabilities.      |
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| **PREVIOUS APPLICATIONS TO, OR SERVICE WITH A POLICE FORCE** |
| *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: |
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| *Other than the above, please give details of any previous or current application to any police force in the Isle of Man or 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: |
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| **YOUR EDUCATION (SEE NOTE 10)** |
| Do you hold a GCSE in English Language at grade C or above? | [ ]  Yes  | [ ]  No |
| If yes, please give date and grade achieved: | Date:        | Grade:       |
| If not, do you hold an equivalent qualification?  | [ ]  Yes  | [ ]  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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| **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 rejected 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. |
| Signature:  | Date: |
| Before submitting your application, please check that every question has been answered fully. 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.  |
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| **THE CHIEF CONSTABLE RESERVES THE RIGHT TO REJECT AN APPLICATION WITHOUT GIVING A REASON.**  |

**This completed application form and all enclosures should be sent to:**

Organisational Development

Police Headquarters

Dukes Avenue

Douglas

Isle of Man

IM2 4RG

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| **EQUAL OPPORTUNITIES** |
| **The Isle of Man Constabulary 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; andNo 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: [ ]  18-24 [ ]  24-35 [ ]  36-60 | Gender:[ ]  Male [ ]  Female [ ]  Non-binary | Is your gender different to that which you were assigned at birth? (optional)[ ]  Yes [ ]  No |
| Disability?\* [ ]  Yes [ ]  No\*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.  | Sexual Orientation:[ ]  Bisexual [ ]  Gay/Lesbian [ ]  Heterosexual [ ]  Prefer not to say |
| Ethnic origin (please tick the box that best describes your ethnic group or background) |
| White  | [ ]  British [ ]  Irish [ ]  Any other white background |
| Mixed  | [ ]  White and Asian [ ]  White and Black Caribbean [ ]  Any other mixed background |
| Asian or Asian British | [ ]  Indian [ ]  Pakistani [ ]  Any other Asian background |
| Black and Black British | [ ]  Caribbean [ ]  Any other Black background |
| Chinese or other ethnic group | [ ]  Chinese [ ]  Any other (please state)       |
| Religion or belief |
| [ ]  Buddhist | [ ]  Sikh  |
| [ ]  Christian | [ ]  None |
| [ ]  Hindu  | [ ]  Prefer not to say |
| [ ]  Jewish | [ ]  Other (please state)      |
| [ ]  Muslim |
| Signature:  | Date: |

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| **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 police 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. You 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/](http://www.iompolice.im/) |