

**CHIEF CONSTABLE**

**APPLICATION FORM**

**APPLICATION GUIDANCE NOTES**

When completing your application form, you should give due consideration to the guidance notes detailed within the application form.

Candidates who are successful at the application stage will be provided with further information regarding the format and composition of the interview process.

For further informationabout this post please contact:

Jane Mudd

Police and Crime Commissioner.

Telephone:

01633 642200

Email: Jane.Mudd@gwent.police.uk

**Recruitment process**

Applications must be submitted using the application form provided. Please return your completed application form, equal opportunities and Welsh language monitoring forms to:

Jane Mudd

Police and Crime Commissioner

Office for the Police and Crime Commissioner for Gwent

Police Headquarters,

Llantarnam Park Way

Llantarnam

Cwmbran

NP44 3FW

Applications by e-mail are preferred and can be sent to Jane.Mudd@gwent.police.uk

Please do not submit your Curriculum Vitae as this will not be considered. This is to enable us to consider all applications on an equal basis.

**No applications will be accepted after 9am on the closing date.**

**The closing date for applications is 3rd October 2024**

**Interviews will take place on 6th and 7th November 2024**

Applicants **must** disclose any outstanding criminal convictions, investigations or disciplinary proceedings being carried out in relation to their conduct. In addition, applicants are required to disclose previous disciplinary offences that have not been expunged.

**Please Note:** By signing this application form you are providing your consent for us to contact your home force and request a copy of your disciplinary record. If successful in your application this document will be kept in your personnel file, if unsuccessful the document will be destroyed, along with your application form, in line with the Office of the Police and Crime Commissioner (OPCC) for Gwent’s retention schedule.

**Eligibility**

UK applicants must have:

* served at the rank of constable in a UK police force.
* held the rank of Assistant Chief Constable, Commander or a more senior rank in a UK police force.

Overseas applicants must have:

* served in an approved overseas police force at an approved rank.
* must meet the immigration requirements to live and work in the UK.

**Equality and diversity**

A fundamental requirement is that the appointments process promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. We are committed to appointing on merit, in a way that is fair and open.

**Membership of the Selection Panel for appointment**

The Selection Panel for this appointment will be chaired by the Police and Crime Commissioner. Membership of the Selection Panel will be shared with shortlisted candidates in their invitation to interview.

**How your application for the post of Chief Constable will be handled following receipt**

The application will be assessed by the Selection Panel who will decide whether you progress to the interview stage.

All applicants who are not selected for the next stage of assessment will be advised of the outcome of their applications in writing. Feedback can be requested by any applicant who is not selected for interview.

**Familiarisation Event**

A familiarisation opportunity will be offered to all short-listed candidates; please contact the Chief Executive, Sian Curley, if you are interested in visiting Gwent Police.

**Interviews – reimbursement of expenses**

You can claim for reasonable expenses incurred in attending for interview. It is expected that the most efficient and economic means of travel will be used and reimbursement will normally be restricted to that amount. When an overnight stay in a hotel is requested, this will be arranged by the OPCC with details included in the invitation to interview.

**What will happen at the interview?**

Further details will be provided to candidates who are shortlisted by the Selection Panel.

Where candidates have expressed a wish to use the Welsh language at an interview or at any other method of assessment, a translation service from Welsh to English will be provided.

**What will happen following the interview?**

The Selection Panel will make its decision on the basis of the evidence presented by candidates. The OPCC will then proceed with security clearance to Developed Vetting (DV) level, if required. We will also conduct the medical clearance procedure and obtain your two references. An appointment is subject to satisfactory completion of these.

All applicants will be advised of the outcome of the appointments process in writing.

If you are successful, you will be invited, in writing, to accept the appointment by the Police and Crime Commissioner. If you accept this offer, it will be subject to confirmation by the Police and Crime Panel.

**GUIDANCE NOTES FOR COMPLETION**

This application form has been designed to provide us with sufficient information to carry out a preliminary assessment of your suitability for the post of Chief Constable and will be used for the purpose of shortlisting candidates.

Before completing this application form you are advised to read the instructions for completion, carefully. All information provided will be treated in confidence.

Please note that CVs or additional material should not be included, as these will not be used in the selection process.

* The form should be completed in black ink or Arial font, size 12.
* Applicants are required to complete all sections of the form.
* It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on your personal involvement, experience and actions. The evidence you present must be from the **last three years**. The success of your application will be determined by the extent to which your evidence relates to the competency area, how thoroughly you respond to the questions asked and how appropriate your answers are in relation to the issues facing Gwent Police.
* It is the applicant’s responsibility to ensure the application form and the equal opportunities monitoring form are completed and returned to the Chief Executive at the address referenced on page 2.
* Applicants are strongly advised to read the Recruitment Information Pack and the Police and Crime Plan.

**PART ONE**

**PERSONAL INFORMATION**

|  |
| --- |
| Post Applied For: |
| How did you become aware of the vacancy: |
| Last Name: | Forename(s) |
| Title (e.g. Dr, Mr, Mrs, Miss): | Previous Name (if applicable): |
| Work Address: | Home Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| *\*Please denote which email address and telephone number you would prefer to be contacted on.* |
| Please provide details of any special arrangements you would require at an interview (e.g. translation services): |

**PART TWO**

**EMPLOYMENT HISTORY**

**Details of current and previous two posts:**

|  |  |
| --- | --- |
| Current/Most Recent Role Title: | Force Area: |
| Start Date: | Finish Date (if applicable): |
| Brief description of role and responsibilities (max 500 words): |
| Previous Role Title: | Force Area: |
| Start Date: | Finish Date: |
| Brief description of role and responsibilities (max 500 words): |
| Previous Role Title: | Force Area: |
| Start Date: | Finish Date: |
| Brief description of role and responsibilities (max 500 words):: |

**Details of relevant training attended**

Please list any educational qualifications you consider are relevant to the role for which you are applying.

|  |  |  |  |
| --- | --- | --- | --- |
| Colleges, university attended or correspondence courses taken | From | To | Qualifications and grade attained |
|  |  |  |  |

Please list any training courses attended that you consider are relevant to the role for which you are applying

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | From | To | Summary of course contents |
|  |  |  |  |
| Please provide details of any Equality, Diversity and Human Rights training you have received. |
| Course Title | From | To | Summary of course contents |
|  |  |  |  |

**PART THREE**

**ROLE RELATED EVIDENCE**

Please provide evidence of how you meet the criteria under the heading of ‘Education, Qualifications, Skills and Experience’ as detailed in the Recruitment Information Pack. *(Please ensure you answer all points numbered 1-21).*

**No word limit is applicable to this section although it is suggested that no more than 3,000 words are used. Answers must be kept clear and concise.**

|  |
| --- |
| Candidates Response: |
| Official Use: Assessors Notes |
| **Rating** |  |

**PART FOUR**

**CRIMINAL INVESTIGATIONS/DISCIPLINARY**

Please enter details of any convictions for any offence (including traffic offences and appearance before a Court Martial) or formal cautions by police for any offences (including cautions as a juvenile) or any bind-overs imposed by any Court. This includes any spent convictions.

Please provide details of any disciplinary proceedings being carried out in relation to your conduct and any previous disciplinary offences which have not been expunged.

|  |
| --- |
| Offences(s):Date(s):Court/Police Station which dealt with the matter:Result(s):Date of Alleged Offence:Court/Police Station dealing with the matter:Please give details of any charge or summons at present outstanding against you.Please give details of disciplinary proceedings being carried out or have not been expunged. |

*Please continue on a separate sheet if necessary. Please remember full details of all convictions or cautions by the police for any offence should be disclosed.*

**PART FIVE**

**ADDITIONAL INFORMATION**

**BUSINESS INTERESTS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you currently have any job or business interest which you intend to continue should you become a Gwent Police Chief Officer: |  |

|  |
| --- |
|  |

 | Yes |

|  |
| --- |
|  |

 | No |  |

If YES please state the nature of this job or business and the extent of your involvement (e.g. actively involved, non-executive director). Include hours spent on it and any remuneration received.

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**Please provide details of any relationships to staff/officers of Gwent Police or the Office of the Police and Crime Commissioner for Gwent (Answer ‘none’ if no relationship exists).**

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|  |

**VETTING**

Please indicate below your current level of vetting and its expiry date.

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| --- |
|  |

**DRIVING LICENCE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Do you hold a current driving licence? |  |

|  |
| --- |
|  |

 | YES |  |

|  |
| --- |
|  |

 | NO |

**SICKNESS**

**How many days sickness absence have you incurred over the previous 12 months?**

|  |
| --- |
|  |

**REFERENCES**

|  |
| --- |
| Please provide names, addresses and occupations of two persons willing to give you a reference. One of these people should be your most recent employer.Referee OneName: Address: Email: Telephone Number: Occupation:Organisation: Referee TwoName: Address: Email: Telephone Number: Occupation: Organisation:  |

**PLEASE ENSURE YOU SIGN THIS DECLARATION BEFORE RETURNING YOUR APPLICATION FORM**

**DATA PROTECTION ACT DECLARATION**

The information provided on this application form is covered by Data Protection Act 2018 and the General Data Protection Regulation. For further information, please see the privacy notices of the Office of the Police and Crime Commissioner for Gwent and Gwent Police.

**[Office of the Police and Crime Commissioner for Gwent Privacy Notice](https://www.gwent.pcc.police.uk/en/transparency/know-your-rights/your-information-rights/privacy-notice/)**

**[Gwent Police Privacy Notice](https://www.gwent.police.uk/hyg/fpngwent/privacy-notice/)**

**VALIDITY**

I declare that the information given on this application form is to my knowledge true. I understand that if it is subsequently discovered that any statement is false or misleading, an offer of employment may be withdrawn or I may be dismissed from service by the Police and Crime Commissioner.

Signature: ………………………………………………………………………………….

Date: ………………………………………………………………………………….