RECRUITMENT DO'S AND DON'TS

Do your research – Your application will be assessed against the Competency and Values Framework (CVF). Ensure all your examples show and share the same competencies and values addressed within the CVF.

Please visit the College of Policing website for further information on the CVF Framework:
https://www.college.police.uk/career-learning/career-development/competency-and-values-framework-cvf

Tailor your application to the job description – Ensure you read the job description in full and correlate your current and previous experience to the vacancy you are applying for. This could be skills and experience gained from employment, education, hobbies and interests.

Think of STAR when wording your answers & examples

- Situation – Set the scene
- Task – Describe what was required of you
- Action – What did you actually do? What actions did you take?
- Result – How was the situation resolved and what was the outcome?

Be 100% Honest – Honesty and Integrity are pre-requisites for Police Staff, Police Officers and all roles within the Police.

Declaration – Convictions, cautions (including any as a juvenile) must be declared within your job and vetting application. Failure to disclose this information will result in your application being rejected. Remember – if in doubt, declare it!

Tattoos – Please supply photos and measurements of any tattoos within your application form. Tattoo's which are offensive or prominent will not be permitted. However, visible tattoos will be assessed on an individual basis by the Head of Department or Recruitment team.

Notify the recruitment team of any changes – Once you have been made a job offer, the recruitment team will keep you updated on the status of you pre-employment checks. However, please keep the recruitment team updated with any changes to your personal circumstances. I.e. change of address or change in employment history

Do not forget to read through your application form - Remember to check your form carefully for spelling and grammatical errors before you click the submit button. If there is a specified word count limit, adhere to it.

Do not attach a CV – We do not accept CV applications. If a CV application is submitted your application will be automatically rejected.

Do not skip the details – Ensure all information is **accurate** within your application and is up to date. I.e qualifications and employment history.

Do not despair! If you are unsuccessful at interview stage, please do request for feedback and reapply For any further recruitment queries , please contact the Recruitment Support team at **recruitmentsupport@warwickshire.pnn.police.uk**

Warwickshire **POLICE**