

Application form guidelines

Guide to completing the application form

Welcome to the application form for a position of Independent Custody Visitor with the Police and Crime Commissioner for Derbyshire. Please take the time to complete the form carefully and accurately. If you think any parts of the form do not apply to you then please enter N/A (not applicable) in the relevant boxes. Your completed form is very important to us because:-

- It gives you the opportunity to tell us why you are the best person for the advertised role.
- It allows us to ensure that you meet our high standards of behaviour, conduct and performance.

Please note that any significant errors or omissions made on this form may result in your application being rejected or, if successful, your position being terminated.

It will not be possible to interview all applicants, therefore, if you have not been contacted within four weeks of the closing date you will regretfully have been unsuccessful on this occasion.

Making a case to be short-listed

You will need to "make your case" to be short-listed for the post. You should give as much relevant information as you can and provide evidence that you are able to meet the essential and desirable criteria listed on the person specification. If you have no directly related work experience you may consider using any voluntary or community work you may have been involved in.

Some Important do's and don'ts

Do

- Write in black ink.
- Make sure the information you provide is clear, precise and easily understood.
- Use plain English with correct spelling and punctuation. If you need any help with this please contact us, we are always happy to offer assistance.
- Include personal information relevant to the role.
- Use extra sheets if you need to as a means of providing additional information.
- Look at the role description and ensure you give relevant examples of your skills, experience and qualities.

Don't

- Assume we have any knowledge of your skills or abilities from your job history.
- Make anything up to dishonestly enhance your skills or job history.
- Miss out important information.

If your application is successful

We will request references from the referees you list within your application, so please check with them that they are happy to support your application before you submit the form. We will carry out security checks on you and your close family or associates.

Disabled applicants

If you are disabled and require any assistance in completing your application form, please do not hesitate to contact us. It may be possible for us to arrange for you to complete the form in another format or with some assistance.

The Police and Crime Commissioner for Derbyshire endeavours to make reasonable adjustments to assist disabled persons if appointed.