

CHIEF CONSTABLE

COMPETENCY BASED

SELF-ASSESSMENT

APPLICATION FORM

***Private and Confidential
once completed***

The Office of the Dorset Police & Crime Commissioner

MARTYN UNDERHILL
Police & Crime Commissioner
E pcc@dorset.pnn.police.uk

Force Headquarters,
Winfrith, Dorchester,
Dorset DT2 8DZ

T 01202 223966
W dorset.pcc.police.uk

INSTRUCTIONS FOR COMPLETION

Applicants are strongly advised to read all the material provided, including the information pack and the current strategic priorities set out in the Police and Crime Plan.

- (a) The form should be completed in blue/black ink or type-face. No attempt should be made to redesign the form.
- (b) Answers must be restricted to the space provided on the form and this applies whether the form is being completed manually or electronically. Additional pages are not permitted. Furthermore, in each section of **Part Three** of the application, the applicant's responses **must not exceed 400 words**.
- (c) Applicants are required to complete all sections of the form.
- (d) 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 within the **last three years**. The appropriateness of your application will be determined by the extent that your evidence relates to the competency area or job related experience being asked about, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing the Force.
- (e) For each competency in **Part Three**, where you have provided evidence and examples relevant to the specified competencies and job related experience, you are required to provide a verifier who can vouch for the accuracy of the information you have provided. This person must be a Chief Officer at the time of the example you have presented. A current contact number for this person must also be provided. As part of the assessment process this person may be contacted to verify the accuracy of the information you have provided about your actions and subsequent outcomes.
- (f) Applicants are required to sign and date the declaration at **Part Four** and it is their responsibility to ensure the Application Form and the Monitoring questionnaire at **Part Five** are completed and returned.
- (g) A copy of the Chief Constable Assessment template is included separately in the recruitment pack. Candidates are expected to speak with their Chief Constable and request that they complete the report before the closing date. The Chief Constable Report and this application form should then be submitted together. If this is not possible due to circumstances beyond the applicant's control, they should alert the Chief Executive as soon as the issue arises. Candidates already currently at the rank of Chief Constable, whether on a substantive or a temporary basis, are not required to submit this assessment.
- (h) It is the applicant's responsibility to ensure that this form (with the Monitoring questionnaire) is returned by 5pm on Friday 4th January 2019 to pcc@dorset.pnn.police.uk. Applications by post are acceptable, and should be sent by the same time to Police and Crime Commissioner, Force Headquarters, Winfrith, Dorchester, Dorset DT2 8DZ.

PART ONE: PERSONAL DETAILS

Last Name:

First Name(s):

.....

Police Force:

Current Role Title:

.....

Date of:

Birth

Joining

Promotion to Sergeant

Promotion to Inspector

Promotion to Chief Inspector

Promotion to Supt

Promotion to Chief Supt

Promotion to ACC

Promotion to DCC (if applicable)

Home Address:

Work Address:

.....

.....

.....

.....

Postcode:

Postcode:.....

Home Telephone Number:

Work Telephone Number:

.....

Mobile Telephone Number:

.....

PART TWO: CAREER HISTORY

Please provide details of your three most recent posts.

Current Role Title:	Force:
Start Date:	
Brief description of role and responsibilities:	

Previous Role Title:	Force:
Start Date:	Finish Date:
Brief description of role and responsibilities:	

Previous Role Title:	Force:
Start Date:	Finish Date:
Brief description of role and responsibilities:	

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 strategic or management training courses completed that you consider are relevant to the role for which you are applying.

Course Title	From	To	Summary of Course Contents

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

Course Title	From	To	Summary of Course Contents

PART THREE: COMPETENCIES

Please provide examples to demonstrate how you meet the following competencies/job related experience.

For each area, your complete response must not exceed 400 words.

Leadership - Strategic Perspective

Please provide an example to explain how you took actions within your organisation to ensure that a specific strategic vision of the future became a reality. Please explain what your strategic objective was and how the actions you introduced moved the organisation in this strategic direction.

Applicant's response:

Date of example provided:

Referee and contact number:

Leadership – Negotiation and Influencing

Please give an example of a situation when you have sought to progress a specific initiative that demanded the support of others. What was the situation, how did you enlist the support of relevant stakeholders or partners and what were the resource implications? Please be specific about the actions you took personally to negotiate a successful outcome.

Applicant's response:

Date of example provided:

Referee and contact number:

Leadership – Maximising Potential

Please explain how you have taken actions within your organisation to ensure that others are actively supported and motivated to achieve organisational goals. In the examples you give please be specific about the systems and strategies you adopted and the results achieved.

Applicant's response:

Date of example provided:

Referee and contact number:

Working with others - Respect for Diversity

Please provide one or more examples to demonstrate how you have sought to promote the needs of under-represented groups within your organisation?

Applicant's response:

Date of example provided:

Referee and contact number:

Working with others - Community & Customer Focus

Please give an example of a situation you managed directly that involved a planned change or the development of a new approach or policy which needed to take account of community and customer views. What was the situation, how did you engage with the community/customers and in what way was the change, approach or policy influenced by that engagement?

Applicant's response:

Date of example provided:

Referee and contact number:

Achieving Results - Resilience

Please give an example of a time when you needed to make a difficult decision in circumstances where you faced conflict, hostility, challenge or criticism. Please be specific about the difficulties you faced and the strategies you adopted to achieve a successful outcome.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Managing the Organisation

Please give an example of a time when you have led a significant organisational change. Please be explicit about the nature and purpose of the change and your approach to leading the development, monitoring and review of this particular change programme.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Managing and developing People

Please give a specific example of a management team you have been responsible for forming or developing. Please be explicit about your own role in the team and the measures or arrangements you consider were important to the team's effectiveness.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Community Safety

Please give an example of how, by working in partnership with other organisations, you have made a substantial and lasting improvement to the safety of communities. Please be specific about the nature of the organisations involved, your methodology and the benefits realised.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Police Operations

Please describe a major incident that you were responsible for managing. In particular, please be explicit about the legal authorities you gave, how you ensured the effective management resources, and how you set, monitored and reviewed the strategy for this operation.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Marketing and Communication

Please give an example of a major incident or enquiry for which you were responsible that best illustrates your approach to communication, the handling of the media and the provision of information both externally and internally.

Applicant's response:

Date of example provided:

Referee and contact number:

Core Responsibility: Personal Responsibility

Please give an example of a situation where you have led the response to a critical incident (e.g. a major incident or significant investigation). Thinking about the example you have given, what were the most important qualities that were required of you and, in leading the response, how did you address the particular needs of victims, witnesses, members of the public and staff?

Applicant's response:

Date of example provided:

Referee and contact number:

PART FOUR: DECLARATION

I declare that to the best of my knowledge and belief, the information and statements contained in this application are true and I understand that should I conceal any material fact, I will, if appointed, be liable to the termination of my appointment.

I agree that the information contained herein shall be treated in the strictest of confidence.

Signed:

Date:

PART FIVE: MONITORING

Please tick one box only

The following information will be used for general monitoring and positive action purposes only and will be treated as confidential

Female <input type="checkbox"/>	Male <input type="checkbox"/>
---------------------------------	-------------------------------

ETHNICITY

WHITE	MIXED	ASIAN OR ASIAN BRITISH
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Any other White Background <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Any other mixed background <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>
BLACK OR BLACK BRITISH	OTHER ETHNIC GROUPS	
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
African <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>	
Any other Black background <input type="checkbox"/>		

SEXUAL ORIENTATION

Bi-sexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Gay/Lesbian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
------------------------------------	---------------------------------------	--------------------------------------	--

RELIGIOUS BELIEF / FAITH (state denomination if you wish)

Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Christian <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
None <input type="checkbox"/>	Other (please state) <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment.

Dorset Police and Crime Commissioner welcomes the recruitment of people who have disabilities.

Do you have a disability you wish us to know about at this stage, including any learning difficulties e.g. dyslexia? Yes No

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making for the interview (i.e. access).