

## What happens next after I apply?

The Special Constable Selection Process takes approximately 12 weeks to complete and comprises of the following steps.

### **Step 1 – Application Form – Shortlisting.**

**YOUR APPLICATION FORM** Should you require any guidance/ support within your application form you can contact [joanne.ratchford11800@nottinghamshire.pnn.police.uk](mailto:joanne.ratchford11800@nottinghamshire.pnn.police.uk)

You can also e-mail [specials.recruitment@nottinghamshire.pnn.police.uk](mailto:specials.recruitment@nottinghamshire.pnn.police.uk)

Your application form will go to our Human Resource department who are based in Cheshire – [mfss.resourcing@cheshire.pnn.police.uk](mailto:mfss.resourcing@cheshire.pnn.police.uk).

On the closing date MFSS will send all of the application forms back to Nottinghamshire Police. We will paper sift these by carrying out various checks including: The correct completion of the application form, spelling mistakes, eligibility criteria, cautions and criminal convictions, the assessment of any tattoos or piercings that you may have and residency and status checks.

### **Step 2 – Competency Based Questions ( CBQ's )**

**CBQ's** - Should you require any guidance/ support within your CBQ's you can contact [nigel.hoodless@nottinghamshire.pnn.police.uk](mailto:nigel.hoodless@nottinghamshire.pnn.police.uk) – Specials co-ordinator.

Providing you pass all of the necessary checks at Step 1 we will send the part of your application form that contains the CBQ's that you have answered through to an external assessor for marking. This is not carried out by Nottinghamshire Police. This process takes around 7 days to complete. You need to obtain a pass mark of 5 out of 10 to pass.

If you pass this stage you will be asked to complete a **vetting form** which you need to return to us.

### **Step 3 – Interview**

Providing you pass Step 2 you will be invited for an interview. There are four parts to the interview.

- a) Provide a 5 minute presentation on a topic of your choice.
- b) Discussion around Nottinghamshire Police PROUD values.
- c) Scenario based question 1
- d) Scenario based question 2

You will be asked to bring with you to the interview two pieces of Identification. One should contain your photograph and one should confirm you live at your address – utility bill for example. If you pass your interview you will receive a **“Conditional Offer of employment”**.

### **Step 4 – Pre-Employment Checks**

If you are successful at the interview you will now undergo various pre-employment checks.

- a) **Security vetting and financial checks** – on you and your close family.
- b) **Biometric Testing** – You will be invited to attend our Headquarters for this test. These tests that take around 30 minutes to complete.
- c) **Drug Testing** – Again you will be invited to attend our Headquarters where you will be tested for drugs use.
- d) **Medical** – At Headquarters you will be invited to attend our Occupational Health Unit. Here you will meet with a Nurse and expected to produce a urine sample. We will check your weight, height, BMI, lung function, vision, blood pressure, and discuss with you any medical history that you may or may not have.

You will complete a questionnaire and in some cases where necessary we may ask for further information from your own GP. Once you have joined we will provide you with a free of charge **Hep B vaccine**.

- e) **Job Related Fitness Test ( JRFT )** – You will be required to pass a Fitness Test. The test contains two parts.
- a) The “shuttle run” – a progressive timed test to level 5/4
  - b) A “Push/Pull” test – **This test is only carried out at initial recruitment with us.**

These tests are carried out at our Watnall Training Facility. You will have a warm-up exercise to complete along with a basic medical questionnaire. Should you have any questions around these tests then please contact one of our Officer Safety Training and Development Officers based at our Watnall training facility.

[steve.gripton@nottinghamshire.pnn.police.uk](mailto:steve.gripton@nottinghamshire.pnn.police.uk)

[bob.walker@nottinghamshire.pnn.police.uk](mailto:bob.walker@nottinghamshire.pnn.police.uk)

[simon.clarke@nottinghamshire.pnn.police.uk](mailto:simon.clarke@nottinghamshire.pnn.police.uk)

- f) **Uniform Fitting** – At Headquarters you will attend our uniform stores to be measured and try on various pieces of uniform and PPE.
- g) **References** – we will contact the people / companies that you have identified on your application form as able to give you a reference.

### **Step 5 – Offer of Employment and to attend training**

If you pass Step 4 you will now be offered a formal position of employment to volunteer for our Force as a Special Constable. Well done. If we are waiting for references to be returned we may decide to offer you a formal position subject to satisfactory references.

You will be allocated to a Training course – We will discuss this training course during your interview along with your preferred base station. Whilst we make every effort to accommodate your requests **we reserve the right to place you where operational requirements dictate, so please be aware of this- we will discuss this with you.**

### **Training**

Here you will meet for the first time your colleagues on the same course as you. Your trainers will support you through this process of learning the tools to your trade. On successful completion of this training you will be attested. Please be aware the training requires your 100% commitment over 23 weekends.

### **Attestation Ceremony**

This is where you will be sworn-in as a Special Constable by a Magistrate. You will have the opportunity to bring your family to witness you attesting the oath at this special event.

### **Tutorship**

When you have attested you will join your colleagues at your preferred Police Station. Here you will meet your allocated Tutor who will be a regular serving Police Officer. With your tutor you will attend incidents ( occurrences ) and once your tutor is confident that you can deal with an incident on your own he / she will evidence this by signing your Police Action Checklist ( PAC ) in your Student Learning and Assessment Performance Portfolio ( SOLAP ).

### **Accompanied Patrol Status**

This status is what you achieve when you complete all of your PAC's.