



RECRUITMENT GUIDANCE NOTES FOR APPLICANTS

APPLICANTS WITH SPECIAL NEEDS

**If you require this or any other document in a different format
please contact us**

National Policing Improvement Agency

Who we are

The NPIA is a non-departmental public body (NDPB) sponsored and funded by the Home Office, with its executive leadership drawn from the police service.

The NPIA will provide leadership and expertise to the service in areas as diverse as information and communications technology, support to information and intelligence sharing, core police processes, managing change and recruiting, developing and deploying people.

What we do

The NPIA's purpose is to make a unique contribution to improving public safety.

We will achieve this by:

- Driving improvement and leading-edge practice where it matters, fostering self-improvement and helping to shape the future of policing.
- Delivering and developing critical essential services and infrastructure to support policing day-in and day-out.
- Providing accessible, responsive and joined-up solutions, enabling the police service to put more time into front-line police work.

We are police service owned and led. The police service embraces the NPIA as part of the service. We are led by a police officer, ensuring a strong connection between front line policing and the wide range of specialist expertise that NPIA people offer.

Our business is located at various site locations throughout the UK with facilities that reflect the diverse nature of our portfolio. You can find more information on www.npia.police.uk

DIVERSITY STATEMENT

The National Policing Improvement Agency is committed to the principles of equality, diversity and human rights. Our vision of driving continuous improvement across policing can only be achieved by making full use of the talents and resources of all our staff. By recognising and valuing individuals' unique differences, we will be better placed to develop understanding and confidence amongst all groups of people within the NPIA, the police service and the communities we serve.

We aim to develop the NPIA as an organisation which represents and reflects the diversity of backgrounds and cultures in which the organisation operates. We aim to ensure that in our organisational structures, decision-making processes, our ways of working, communicating and managing, diversity is welcomed and embraced.

We will treat all individuals both within and outside the NPIA with whom we associate openly, fairly, with dignity and respect. We will provide a working environment free from any harassment, bullying, victimisation and unlawful discrimination, ensuring equality of opportunity throughout all our processes and practices.

All members of staff, contractors and suppliers will be expected to actively demonstrate their commitment to these principles and be encouraged to challenge unacceptable behaviour in relation to issues of gender, race, ethnic or national origin, marital status, disability, mental health, religion, age, sexual orientation, or for any other reason of difference.

We will ensure that all our policies and procedures reflect these principles.

INVESTORS IN PEOPLE

NPIA holds the National Standard for Investors in People. The Investors in People Standard is a business improvement tool designed to advance an Agency's performance through its people. The standard helps Agency's to improve performance and realise objectives through the management and development of their people.

We all agree that people are our greatest asset, and we all know that for NPIA to success everyone has to perform well. To achieve this, people need the right knowledge, skills and motivation to work efficiently. The IiP standard provides a framework to ensure that we do this.

THE RECRUITMENT PROCESS

Shortlisting

This is the first stage in matching applicants against the requirements of the job as specified in the job description. Your completed application form will be used for this purpose and the applicants who appear from the information provided on the application form to have the best match in terms of their qualifications, knowledge, skills and experience will be invited to the next stage of the recruitment process. We will write to you to let you know whether or not you have been shortlisted.

Guaranteed Interview Scheme for People with Disabilities

NPIA is committed to the employment and career development of disabled people and we are working towards operating a guaranteed interview scheme for people with disabilities (as defined by the Disability Discrimination Act 1995 and 2005) who meet the minimum published criteria for the advertised appointment. If you wish to be considered under this scheme, please complete the relevant section of the *Diversity Monitoring Form* and the Guaranteed Interview Scheme Form.

Interview dates

Where possible interview dates will appear in the job advertisement. Otherwise, interview dates will be notified in the letter inviting you for interview.

Interviews

You will be notified by letter or email of the arrangements for interview. We will keep you informed of any changes or delays.

All applicants who are invited for interview are requested to confirm that they will attend. If you have any special needs in relation to your interview, please inform us before attending.

Two forms of identity (one with a photograph) must be brought to interview and copies will be retained to gain security clearance if you are successful.

Tests and practical assessments:

Tests, presentations or other assessment techniques may be used as an additional aid to selection and you will be advised if this is part of the assessment process.

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

The application form has been designed to provide the Manager with sufficient information to carry out a preliminary assessment of your suitability for the post for the purpose of short listing candidates. It would be helpful if you would follow the guidelines below when completing the form. The information given will be treated in confidence.

1) GENERAL INFORMATION

Please ensure that you have the following documents prior to completing the form;

- NPIA Application Form
- Job Description - The job description outlines where the post for which you are applying fits into the organisation, and what the accountabilities, skills, knowledge and experience for the position. Please read it carefully so that you understand what the post requires.
- Diversity Monitoring Form
- Guaranteed Interview Scheme Form (If applicable)

Please complete all sections of the application form, using BLACK INK.

2) PERSONAL DETAILS & NATIONALITY

This will ensure that they are recorded accurately in order for HR to contact you should you be successful at the initial application stage.

This post is open to UK Nationals, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members. There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for 5 years preceding your application. If you answer 'No' to the two questions regarding nationality then your application cannot be pursued. If you are unsure as to your eligibility on any of these points, please contact us for advice.

3) EDUCATION AND TRAINING

Please complete fully, detailing any other relevant training both work and non work related which is relevant to your application. NPIA will ask to see original certificates. Copies will be taken and retained on your personnel file should you be successful.

4) EMPLOYMENT DETAILS

Please use this section to give the names and addresses of your previous employers, with the most recent shown first, the position held and the period of time with the organisation. Please quote your current salary and any additional monetary benefits.

5) SUPPORTING INFORMATION

The application form is the only evidence we will use to decide whether you meet the criteria for short listing and interview. The most important part of the application form is the section which allows you to address and provide evidence in meeting the **Skills, Knowledge and Experience** in the job description. Try to be concise and if possible limit the information to two sides of A4.

- Look at the job description – Evidence how you meet criteria?
- Think about what the job involves. Illustrate how you match the job requirements. Some people find it difficult to “**sell**” their skills and competencies - but in an application form you **must** do this.
- Consider examples from a previous job, or from outside the workplace if you feel that your current job related examples are not strong ones.

One way of answering these questions is to use the **STAR** approach. This makes you think clearly about identifying a **situation, task, action** and **result**. The situation and task are usually combined and form the introduction, the action you took should form the main body of your answer and the result should be your conclusion. For example if the job description specifies experience of designing e-learning programmes:

Situation - how, when, where, with whom?

“Whilst working with the training section of ABC plc in 2003”

Task - what situation or task you were faced with?

“I was given the task of rewriting key sections of two of our most popular courses so that they could be delivered by e-learning”

Action - what action did you take?

“I looked at academic studies on important aspects of delivering

training via the internet, and trialled a number of existing e-learning packages. I designed and rewrote the course material as necessary and delivered the finished product within the time specified”

Result - what results did you achieve/conclusions did you reach?

“As a result of the new courses we were able to increase the number of people trained by 30% at the same cost.”

6) REFERENCES

References are requested for all applicants. These should be your two most recent employers, including your present employer where applicable. If you do not wish your present employer to be approached for a reference prior to interview, please do not tick the box on page 6 of the form. Any offer of employment is subject to satisfactory references. References are normally taken up once an offer of employment has been made.

Personal references should only be given when there is no employer or educational establishment to which reference can be made.

7) DATA PROTECTION

In accordance with the Data Protection Act 1998, the information provided in this form will be used for the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate.

8) EQUAL OPPORTUNITIES

NPIA is committed to Diversity and Equal Opportunities for all and recognises its legal obligations. Please complete the enclosed Diversity Monitoring Form which will not affect your application in any way and will be dealt with in strict confidence.

9) PRE-EMPLOYMENT CHECKS

All conditional offers of employment are subject to:

- Satisfactory medical clearance
- Satisfactory references
- Proof of qualifications -we will ask to see proof of qualifications claimed and copies will be retained on files of successful candidates.
- Eligibility to work in the UK
- Security checks

Please note that, in the interest of national security, safeguarding Parliamentary democracy and maintaining proper security, NPIA is exempt from the application of the Rehabilitation of Offenders Act 1974.

10) RETURNING THE APPLICATION FORM

Please return your Application Form and the Diversity Monitoring Form to the relevant Human Resources Department at the address indicated on the advertisement quoting the relevant reference number.

Please note late applications will not be considered.