



# OLEEO USERS

## MAY 2021

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If you require any guidance not included in this guide please email  
[centralrecruitment@gwent.police.uk](mailto:centralrecruitment@gwent.police.uk)



# THINKING OF JOINING GWENT POLICE?

Protect and reassure – that's what we are all about. We are proud to be part of the community and we work as part of our community to keep Gwent safe. We want our residents, businesses and visitors to be confident in our ability to prevent and tackle crime.

We cover an area of 600 square miles, including the five local authority areas of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen. With a mix of rural and urban communities, our area also includes key routes such as the M4 through south Wales. We also police the main route into Wales from England – the Prince of Wales Bridge.

We have nearly 2,500 staff with police officers the largest group of our staff, with an additional 60 special officers volunteering their time to support us. Our highly skilled front-line policing teams use their local knowledge, specialist skills and the latest technology to prevent crime, and to catch criminals. From serious organised crime to domestic burglars, protecting our most vulnerable community members is at the heart of what we do. While a great deal of our day to day work is in our local neighbourhoods, we also tackle the most sophisticated of crimes such as cyber-crime which is a growing area of concern for us all.

And behind the scenes we have a wealth of experience and knowledge enabling our police teams by offering legal, scientific or business support. The same values drive all of our team: be compassionate, be courageous, be proud, be positive and keep learning.

We also work with other forces within Wales and across the border to England to make the best use of our resources. Whether its air support, firearms teams or forensics, working together can make us more efficient. So whether you want to know more about how we work, what you can do to keep yourself safe or you are thinking of joining us we are always pleased to share our work.



## OUR VALUES



## OUR PRIORITIES



### BOD YN DOSTURIOL BE COMPASSIONATE

Let's build an inclusive and supportive place to work, where we look after ourselves and each other. Take the time to think about what victims of crime might be feeling and how we can support them. Understand how we can work with our communities to provide alternative pathways for people at risk. Think about the challenges and frustrations our communities face and our role in helping them through.



### BOD YN DDEWR BE COURAGEOUS

Make those difficult decisions, have those challenging conversations, ask the uncomfortable questions. Having courage is not always about being the one running towards the problem, but it can be about stepping up.



### BOD YN FALCH BE PROUD

Whether it's about our team, Gwent Police, our local community or the one thing that we well and truly got sorted, let us all take pride in what we do and where we belong.



### BOD YN GADARNHAOL BE POSITIVE

We can make Gwent a better place to live, work and visit. We don't have to do it alone – we can work with our partners and communities. But we must always know that every day each of us makes a difference and to think about how we will solve our thorny problems to make that happen.



### PARHAU I DDYSGU KEEP LEARNING

Our world is changing. Whether it's our role, the tools we use, our community or the big picture things are constantly evolving. We will make sure not only that we keep pace, but that we are ready for the next thing. We will be open to new ideas and new ways of doing things and take opportunities to develop our thinking and our skills.

The Police and Crime Priorities for Gwent are driven by the issues you told the Police and Crime Commissioner are important to you. They form the basis of his Police and Crime Plan for Gwent.

### CRIME PREVENTION

Taking action to prevent crime by working with partner organisations and communities to tackle crimes that present the greatest threat, risk and harm and especially those crimes committed against the most vulnerable.

### SUPPORTING VICTIMS

Provide excellent support for all victims of crime with a particular focus on preventing further serious harm.

### COMMUNITY COHESION

Ensure that the Police, partners and the Office of the Police and Crime Commissioner engage with communities to encourage, help and support them to work together to keep themselves safe.

### TACKLING ANTI-SOCIAL BEHAVIOUR (ASB)

Ensuring the Police work closely with partner organisations to tackle ASB effectively.

### EFFICIENT AND EFFECTIVE SERVICE DELIVERY

Ensuring that Gwent Police and the Office of the Police and Crime Commissioner are high performing organisations which value and invest in our staff to achieve value for money in delivering impressive services that meet the needs of all our communities.

Our performance against the Police and Crime Commissioner's priorities is achieved through the delivery plan set by the Chief Constable.

If you have any queries please contact us. The recruitment team will be happy to answer any questions you may have.

[CentralRecruitment@gwent.police.uk](mailto:CentralRecruitment@gwent.police.uk)







## Vacancy Posting Board

Welcome to our new Vacancy Posting Board. This is where you can view and apply for all of our current vacancies. For the purpose of this guide, we will show you how to apply for the vacancy 'Gwent Internal/External Test', which as you can see below is listed as a current vacancy for Gwent Police. You can view a vacancies information to include role profile, salary, location etc. by clicking on the vacancy.

Home Gwent Police Internal Vacancies Help Centre

Change Language ▾

Login | Register

Filter Options [Clear](#)

**Role Type**

☐ Police Staff (1)

**Location**

☐ Blackwood Police Station (1)

### Gwent Police Internal Vacancies

For more information and to apply, click on the title. Log in to create vacancy alerts. 1 result(s) matched!

Title	Location	Closing Date
<a href="#">Gwent Internal/External Test</a>	Blackwood Police Station	16 May 2019 23:55 BST

[Create a new Job Alert](#)

The link above will allow you to register for job alerts

[View cookie policy](#)

**We embrace diversity and welcome applications from everyone.**

This will take you to the actual vacancy itself. Should you be interested in applying for this vacancy you will need to click [Apply](#) at the bottom of the page. Please ensure you download and save a copy of the role profile as you will need to reference against this later on in your application. The role profile can be found at the bottom under the heading 'Document Attachment'.

Home Gwent Police Internal Vacancies Help Centre

Login | Register

[Return to search results](#)

### Gwent Internal/External Test

**Force** Gwent Police

**Role Type** Police Staff

**Business Area** Local Policing Services

**Department** Business Partners

**Location** Blackwood Police Station

**Grade** POA

**Salary** £32,201 - £36,456

**Hours per Week** 37

**Type of Contract** Permanent

**Level of Welsh language ability required?** Not applicable

**Job Advert Description** we are looking for a Gwent Internal/External Test.....

**Document Attachment (English)**

[HR Administrator.docx](#)




[Apply](#)

[Like](#) [Share](#) Sign Up to see what your friends like.

## Registration

In order to apply for the vacancy you will either need to register or login. As you will be a new user to the system, you will need to register. We advise you use your personal email address rather than your work email (to ensure you have access at all times).

### Register

 Sign in with LinkedIn  Login with Facebook  tal.net

To create a new online application account, enter your personal details below. Please use a non-university/college email address that you will have permanent access to, as our main method of contact with you will be via email.

Please also note that your language preference to navigate this website will be set to the language you are currently viewing the page in. This cannot be modified once you are logged in.

First name

Last name

E-mail

Confirm email address

Choose password (min 8 characters)

Confirm password

☒ The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. Before starting your online application please read our [Privacy Statement](#) that sets out the terms of use of the site. This contains details of our data collection policies and use of personal data.

☐ I would like to register with tal.net identity provider

[View cookie policy](#)

**We embrace diversity and welcome applications from everyone.**

You will need to ensure you tick the box to confirm you have read and agree to the terms and conditions and click 'Submit Registration'.

## About You

The first part of the application form is used to log your personal details such as name, address, contact numbers, national insurance number, etc. You also have the option to choose your preferred language for verbal communication. The majority of the personal information captured here will be kept on your file so should you wish to apply for other positions, this information should populate itself for future applications. Once you have completed all required fields, click continue at the bottom of the page which will then take you to the Position Eligibility section.

[Home](#) [Gwent Police Internal Vacancies](#) [Help Centre](#) Joe Bloggs -

### Progress Tracker

- ✗ About You
- ✗ Position Eligibility
- ✓ Equal Opportunities
- ✗ Declaration

### Symbol Key

- ✓ Completed
- ✓ All mandatory questions completed
- ✗ Incomplete
- ★ Required Field

### Application For : Gwent Internal/External Test

[Instructions](#) [Print Application](#)

### About You

It is essential that you read all the guidance notes. You must complete all sections of this form in person. Sections that do not apply should be clearly marked N/A.

GENERAL DATA PROTECTION REGULATION 2018 (GDPR) - In accordance with the Equality Act 2010 it is good practice to know the composition of people applying for the police officer roles so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the application process thereafter (if your application is successful). Your name, or any identifiable information will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced, however providing this information is voluntary.

The information you provide will be held by your recruiting force for the purposes outlined above and in accordance with the General Data Protection Regulation and other associated data protection legislation as well as our duties under the Equality Act 2010. We will use the information collected from you to report on the composition of applicants. Your information will be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information will not be shared with any other organisation or used for any other purpose.

Your information will only be held in an identifiable form for as long as is necessary by the recruiting force and in accordance with their retention schedule. You have certain rights under the GDPR and associated data protection laws regarding your personal data, which includes the right to access data held about yourself, to ensure it is accurate and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.

For more information about your rights please see our full privacy notice on the force website. You can also contact the force you are applying to via email, telephone or written letter.

Please indicate your language preference for

### Personal Details

Title \*

Forename \*

Middle Name(s)

Preferred Name

Surname \*

Surname at birth/previous surnames (if different)

Maiden name (if different)

Country of birth \*

Town of birth \*

Date of birth \*

Age \*

National Insurance Number \*

### Contact Details

Country \*

Address \*

## Position Eligibility

Position eligibility relates to internal candidates only and requires you have your line managers details – 6 figure number and email address.

<p><b>✗ Position Eligibility</b></p> <p>✓ Equal Opportunities</p> <p>✗ Declaration</p> <p><b>Symbol Key</b></p> <p>✓ Completed</p> <p>✓ All mandatory questions completed</p> <p>✗ Incomplete</p> <p>★ Required Field</p>	<h3>Position Eligibility</h3> <p>Are you a current member of the Force you are applying to? *</p> <p>Yes <input type="button" value="v"/></p> <p>Are you a redeployee? *</p> <p>No <input type="button" value="v"/></p> <h3>About You Continued</h3> <p>Employee Number *</p> <p>405874</p> <p>Job title *</p> <p>Administration Assistant</p> <p>In order to proceed please confirm the following declaration:</p> <p>I confirm that my Line Manager is aware and fully supportive of my application for this role *</p> <p>Yes <input checked="" type="radio"/></p> <p>Line Manager Name *</p> <p>Mary Smith</p> <p>Line Manager's Employee Number *</p> <p>406879</p> <p>Email address *</p> <p>mary.smith@gwent.pnn.police.uk</p> <p>Are you subject to any of the following:</p> <p>An ongoing investigation by P. f. i. n. i. s. h. e. d. *</p> <p>No <input type="button" value="v"/></p>
--	--

## Equal Opportunities / Completing the registration process

The next section is equal opportunities. This is where we gather all the monitoring information about a candidate such as gender, ethnic origin, religious beliefs, etc. This information is used for statistical purposes only and does not form any part of the recruitment process..

✖ Position Eligibility

✔ Equal Opportunities

✖ Declaration

Symbol Key

✔ Completed

✔ All mandatory questions completed

✖ Incomplete

★ Required Field

### Equal Opportunities

The police service is an equal opportunities employer and is determined to ensure that:

The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.

No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability. This is subject to the police service engaging in a positive action scheme which intends to overcome or minimise a person's disadvantage.

No job applicant or employee is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary but the information will help us ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age

Select

Gender

Select

Is your gender different to that which you were assigned at birth?

Select

Ethnic Origin

Select

Sexual Orientation

Select

Religious belief / faith

Select

State denomination if applicable

The last part of the registration process is to agree that you declare all information is true and that no relevant information has been withheld. You will need to tick the box 'I do agree with the above' and click 'Submit' to complete the registration process.

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Progress Tracker

✔ About You

✔ Position Eligibility

✔ Equal Opportunities

✔ Declaration

Symbol Key

✔ Completed

✔ All mandatory questions completed

✖ Incomplete

★ Required Field

### Application For : Gwent Internal/External Test

📘 Instructions

🖨 Print Application

#### Declaration

I declare that all the responses I have given are true to the best of my knowledge and belief and no relevant information has been withheld.

★

☒ I do agree with the above

Back

Submit

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**We embrace diversity and welcome applications from everyone.**





# Application Form

You can now complete your application form questions by clicking on 'Complete Application'.

Change Language -

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Application For Gwent Internal/External Test

Current status is Application Form Questions

Complete Application

You are now invited to complete the final part of the application form. Please ensure that you carefully complete and submit this before the advert closes as late applications cannot be submitted.

[View cookie policy](#)

We embrace diversity and welcome applications from everyone.

This part of the application form is to find out more about you and your suitability for the role. You will need to select your answers from the drop down list. The first page asks if you have any disabilities or learning difficulties you wish for us to be made aware of. If you do not have any you can simply select 'No' and click 'Continue' or if you have any you wish to make us aware of, select 'Yes' from the drop down which will then prompt you to add additional information. Once you have added all relevant information, click 'Continue'.

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Progress Tracker

✓ About You

✗ Tattoos

✗ Criminal Histories

✗ Qualifications

✗ Language Skills

✓ Skills

✗ Evidence

✗ Declaration

Symbol Key

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

Application For : Gwent Internal/External Test

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About You

Disability

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The Police service welcomes the recruitment of people who have disabilities.

Do you consider yourself to be disabled or have a learning difficulty, such as dyslexia, that you wish us to know about at this stage?

Yes

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job / assist with your application or assist you if selected for interview / assessment.

Continue

[View cookie policy](#)

We embrace diversity and welcome applications from everyone.

## Tattoos

The next screen is your opportunity to advise us of any tattoos you may have and the nature of those tattoos. If you do not have any tattoos, select 'No' from the drop down and click 'Continue'. If you do have tattoos, please select 'Yes' from the drop down list where you will then be prompted for further information, such as the location of your tattoo, and to upload a photograph depending on the location of your tattoo followed by a brief description.

**Please note, you only need to provide photographic evidence of tattoos that are located on your hands, neck, forearm or face, we do not need photographic evidence if you have tattoos elsewhere on your body.**

Progress Tracker

✓ About You

✗ **Tattoos**

✗ Criminal Histories

✗ Qualifications

✗ Language Skills

✓ Skills

✗ Evidence

✗ Declaration

Symbol Key

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

Instructions

Print Application

Tattoos

The following questions will be used for the purposes of screening your application. Some tattoos may preclude you from becoming a member of the Police Service.

Do you have any tattoos? ★

Yes

Where are your tattoos located? ★

Hands / Neck / Forearms / Face / Other (Please specify) ★

You must include at least two photographs of each tattoo, **if they are located on your hands, neck, forearms or face**. The first photograph must be a close-up of the tattoo. The second photograph must clearly show the location of the tattoo on your body.

Upload photo ★

Choose file No file chosen

Add another instance

Please describe the tattoo and the wording of the tattoo. In addition, please give a translation if applicable and describe any personal significance or meaning you attribute to the tattoo. ★

Back

Continue

## Criminal Histories

You will then be taken to the Criminal Histories page, this will be your opportunity to declare any criminal convictions/investigations. As this information will be used as part of your vetting checks, you need to be truthful in your responses. If you answer 'Yes' to any of the questions on this page, you will be prompted to give additional information. You can add more offences/convictions/investigations by clicking 'Add another instance'

### Progress Tracker

- ✓ About You
- ✓ Tattoos
- ✗ **Criminal Histories**
- ✗ Qualifications
- ✗ Language Skills
- ✓ Skills
- ✗ Evidence
- ✗ Declaration

### Symbol Key

- ✓ Completed
- ✓ All mandatory questions completed
- ✗ Incomplete
- ★ Required Field

[Instructions](#) [Print Application](#)

### Criminal Histories

Have you ever been convicted for any offence?

Date (Most recent first) ★	Offence ★	Result (if known) ★	Court / Police Station involved ★
<input type="text" value="mm"/> <input type="text" value="2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever received a formal caution from the Police?

Have you ever had a bind over imposed by any Court?

Do you have any impending prosecutions?

Have you ever been involved in a criminal investigation? (whether or not this lead to any prosecution)

## Qualifications

The next stage of the process is to inform us of your qualifications. You will need to select your highest level of academic attainment then proceed to list all of your qualifications starting with the most recent. If you run out of room for your qualifications you can add more rows by clicking on 'Add another instance'.

✓ Tattoos

✓ Criminal Histories

✗ **Qualifications**

✓ Language Skills

✓ Skills

✓ Evidence

✗ Declaration

**Symbol Key**

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

### Qualifications

Successful candidates will be required to provide proof of their qualifications including professional qualifications and memberships of any professional bodies prior to confirmation of appointment. Please list all your vocational and professional qualifications, short courses and **relevant** in-house training. Also include details of examinations / qualifications due to be taken. Start with the most recent.

Highest Level of Academic Attainment ★

Select ▼

Educational Establishment / Company ★	Subject ★	Level (e.g. GCSE, A-level, Degree) ★	Grade (e.g. Merit, 2:1, A*) ★	Year passed	Due to be taken
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> mm ▼ 2019 ▼	<input type="text"/> mm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> mm ▼ 2019 ▼	<input type="text"/> mm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> mm ▼ 2019 ▼	<input type="text"/> mm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> mm ▼ 2019 ▼	<input type="text"/> mm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> mm ▼ 2019 ▼	<input type="text"/> mm

Add another instance

Remove

List Training Courses attended, and any learning and development activities undertaken that you consider relevant to the post applied for.

List membership of Professional bodies.



## Language Skills / Other Skills

You will then be asked about your Language Skills. You will need to inform us about your level of Welsh Speaking. A list of the welsh language competency can be viewed by clicking on 'Please use this reference for a definition of each level'. You can also advise us of any other languages that you can speak along with your fluency in that language. Again, you can add more languages by clicking 'Add another instance'.

**Progress Tracker**

✓ About You

✓ Tattoos

✓ Criminal Histories

✓ Qualifications

✗ **Language Skills**

✓ Skills

✗ Evidence

✗ Declaration

**Symbol Key**

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

Instructions

Print Application

**Language Skills**

It would greatly assist us if you could complete this questionnaire on any written and spoken language skills you may possess.

The completion of this questionnaire will not influence whether you are successful or unsuccessful in the recruitment process, and is purely designed to assess current written and spoken language skills amongst our applicants.

Please do not include English language in this section, it is assumed you are fluent in the English Language.

**Welsh Language**

Please use this reference for a definition of each level

Speaking \*

Select

Written \*

Select

**Other Languages**

Language

Fluency

Select

Select

Add another instance

Back

Continue

The next page, Skills, is not mandatory. This is your opportunity to inform us of any skills you have that may be relevant to the role which have not been listed on the job description. If you do not wish to add any skills, you may leave this page blank and click 'Continue'.

**Progress Tracker**

✓ About You

✓ Tattoos

✓ Criminal Histories

✓ Qualifications

✓ Language Skills

✓ **Skills**

✗ Evidence

✗ Declaration

**Symbol Key**

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

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**Application For : Gwent Internal/External Test**

**Skills**

Please list any additional skills that you feel the organisation will benefit from (please add another instance for each skill):

Add another instance

Back

Continue



## Evidence

You will then be asked to provide evidence of your suitability for the role. This is where you will need to have the job description open for you to cross reference the 'Knowledge, Skills and Abilities'. You may need to add additional evidence boxes to enable you to cover all areas, to do this, please click 'Add another instance'.

**Progress Tracker**

✓ About You

✓ Tattoos

✓ Criminal Histories

✓ Qualifications

✓ Language Skills

✓ Skills

✗ **Evidence**

✗ Declaration

**Symbol Key**

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

**Application For : Gwent Internal/External Test**

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**Evidence**

You will be assessed on your suitability for the post against the requirements of the Job Specific Criteria Area (within the Role Profile). Only complete the application form areas indicated on the Job Specific Criteria Area.

Please give clear evidence and provide examples that demonstrate your proven experience and competence for the post. Your evidence for each sub-area should not exceed the 500 word count indicated on the Person Specification.

Please ensure you add another instance in order to evidence each area.

Area

Please clearly state the area you are evidencing e.g. Attainments \*

Evidence

Please provide evidence in no more than 500 words \*

Attainments

Explanation

1 of 500 words

Add another instance

Back

Continue

For vacancies that have a salary scale between (and including) 3 – 5 you will only be asked to evidence against 'Education level, Knowledge and Skills'.

For vacancies with a salary scale 6 and above you will need to provide evidence against all knowledge, skills and abilities that list 'Application Form' in the method of assessment column. Please see screenshot of an example job description on the next page.

Candidate guidance/tips on completing the Evidence section of the application can be found on pages 16 & 17 of this guide.



## Required areas to evidence

### Sample Job Description:

KNOWLEDGE, SKILLS AND ABILITIES	
Indicate the education level, previous experience, specific knowledge, skills and abilities required to meet <u>minimum requirements</u> for this position.	
<b>Education level and/or relevant experience(s)</b> <ul style="list-style-type: none"> <li>Application form/Interview</li> <li>Word Count (300)</li> </ul>	<ul style="list-style-type: none"> <li>Experience in researching, processing and analysing large volumes of data through the use of analytical techniques and products</li> <li>Previous experience of working in a confidential environment with personal responsibility for handling sensitive data.</li> <li>Demonstrates experience in the preparation, presentation and explanation of data and reports</li> <li>Experience of using a range of analytical systems and processes to produce detailed analysis with an emphasis on proactive problem solving and statistical interpretation, and experience in the use of Mapping systems.</li> <li>Experience in the research of information from a variety of sources</li> <li>Proven competence in using IT applications to input and extract data. Must be computer literate with experience in the use and development of spread sheets and databases.</li> </ul>
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Application form/Practical assessment/Interview</li> <li>Word Count (300)</li> </ul>	<ul style="list-style-type: none"> <li>Must have skills/knowledge of planning, co-ordinating and prioritising including the ability to plan operations.</li> <li>Demonstrate knowledge or understanding of road safety and traffic legislation.</li> <li>Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable.</li> </ul>
<b>Other requirements</b>	
<b>We are emotionally aware</b> <ul style="list-style-type: none"> <li>Interview</li> </ul>	<ul style="list-style-type: none"> <li>I consider the perspectives of people from a wide range of backgrounds before taking action.</li> <li>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</li> <li>I promote a culture that values diversity and encourages challenge.</li> <li>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</li> <li>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</li> <li>I take the responsibility to deal with any inappropriate behaviours.</li> </ul>

Where there is a word count you are expected to complete an evidence box outlining how you meet the criteria for that area within the word count stated. This is how your application will be assessed at the short-listing stage.

Please refer to the job description and evidence each area of the person specification that states application form next to it and the word count for each section.

Please state the title of the area you are evidencing and provide the evidence in the following box. To add the next area, select add another instance for each area that is required as stated on the person specification.

## Candidate guidance – providing your evidence

The application form requires you to provide examples of experience / behaviour against the job specific and behavioural criteria identified in the Person Specification. The panel will be looking for evidence that you are able to meet these at the appropriate competence level. Keep your evidence within the word count identified.

The word limit applies to each area e.g. We are emotionally Aware. (If an area is assessed by interview only, then you do not need to complete this evidence for your initial application). You should consider the following types of evidence when formulating your answer.

- You can focus on a specific one off incident OR on the results of sustained effort over a period of time.
- The achievements should be ones in which you invested personal time and effort.
- You can refer to them more than once if they cover more than one area.
- They should be relatively recent (within the last 3 years).
- You can draw on evidence from any source, not just the workplace if you can demonstrate clearly it satisfies the competence or behaviours required.

A good description under each area includes the following:

- Be specific to the core criteria and behaviours required.
- Specify the nature of the task and what you wanted to accomplish.
- Explain what you did and why and how you overcame any particular difficulties and or lessons learned.
- State the outcomes and benefits.
- Give an approximate time-scale and date.
- Avoid shortened versions of words or jargon that may be unfamiliar to the panel.
- Because of the word count applied, your examples must be specific, structured and succinct.

Once you have decided what evidence you are going to use you need to structure it to ensure it flows in a clear and logical way. You should ensure it is evident what you did, the reasons for your action, what happened, what you took into account and the outcome. Never assume your evidence is obvious when it comes to meeting the criteria. Avoid bland and hypothetical statements. Don't be frightened to sell yourself provided it is relevant and accurate. Always use the first person – "I" not "We".

## Candidate guidance – what to exclude

What not to include:

- Generalisations (“I am always courteous to customers”).
- Job descriptions (“My job/role involves....”).
- Processes (“First I input the customer details on to the computer”).
- Assertions (“It is very important to deal with complaints promptly”).
- Theories (“I would deal with the complaint by first.....”).
- Passive descriptions (“A meeting was called....”).
- Statements that lack personal ownership (“We decided to adopt option.....”).
- Impersonal pen pictures (“She is a very loyal member of the team”).
- Paraphrases of the criteria (“I displayed tact and diplomacy”).
- Non Specific evidence (“When I receive this I intend to....”).
- Unnecessary technical detail (“considered case suitable for OC to enable Decree and Inhabitation”).
- Future examples – evidence should already have happened and therefore be described in the past tense.

## Declaration

Once you have completed your evidence and are happy with your responses click 'Continue' which will then take you to the declaration page. Please ensure you tick the circle by the red asterisk (\*) to confirm you agree with the above statement and click submit.

✓ Criminal Histories

✓ Qualifications

✓ Language Skills

✓ Skills

✓ Evidence

✗ Declaration

Symbol Key

✓ Completed

✓ All mandatory questions completed

✗ Incomplete

★ Required Field

Declaration

- I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.
- I must inform the recruitment office without any delay of any change in my circumstances that could have a bearing on my application.
- The information provided on this form will be used for recruitment and vetting purposes.
- Criminal conviction checks will be made on me, my spouse/partner, family members and any other person over the age of 10 who resides with me should I be progressed to the vetting stage.
- I consent to financial checks being made if the post that I am applying for requires this.
- Formal disclosure of my Service Character Assessment (Armed Forces) (if applicable) will be sought and I consent to the provision of this.
- A conditional offer of appointment will be subject to vetting, reference checks, qualification checks and pre - entry medical screening.
- I understand that the application form forms part of my terms of employment or volunteer agreement and that any false statement or deliberate omission may disqualify me from the recruitment process or if appointed, render me liable to disciplinary action which could result in dismissal.
- I understand that the Chief Constable retains the right to reject any applicant without giving reason.I understand that the information I have provided may be stored on manual and computerised systems and will be used in accordance with the Data protection Act General Data Protection Regulation 2018.
- I understand that no member of the British National Party, Combat 18 or the National Front - Groups whose aims, objectives or pronouncements may contradict the duty to promote equality can join the Police service.
- I confirm I am not and have never been a member of the British National Party or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality.

★

☒ I do agree with the above

Back

Submit

You can go back through your application before clicking submit by clicking on any of the headings listed under 'Progress Tracker'.


### Progress Tracker

- ✓ About You
- ✓ Tattoos
- ✓ Criminal Histories
- ✓ Qualifications
- ✓ Language Skills
- ✓ Skills
- ✓ Evidence
- ✗ Declaration



# Monitoring Your Application

You can monitor the progress of your application by logging in to your portal at any time.



[Home](#) [Gwent Police Internal Vacancies](#) [Help Centre](#) [Change Language ▾](#) [Joe Bloggs ▾](#)

Application For **Gwent Internal/External Test**

**Current status is Application Received**

[Withdraw](#)

Congratulations, we are in receipt of your application and will be in touch again soon to advise on the next stage of the process.

Your Application ID is 745, please quote this on all correspondence.

Correspondence will be sent to you by email throughout the recruitment process. All correspondence can also be viewed in this application portal by selecting the "View Communications" menu option.

May we wish you the very best of luck.

[View cookie policy](#)

**We embrace diversity and welcome applications from everyone.**