

Oleeo

FORMERLY WCN



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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



Change Language ↴

[Home](#) [Gwent Police Internal Vacancies](#) [Help Centre](#) [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
Gwent Internal/External Test	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 Attached'.

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[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](#)

  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 agree to the above terms and conditions

I would like to register with tal.net identity provider

[Submit Registration](#) [Login](#)

[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'.

The first part of the application form is 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.

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

Select

Personal Details

Title *	<input type="text" value="Select"/>
Forename *	<input type="text" value="Joe"/>
Middle Name(s)	<input type="text"/>
Preferred Name *	<input type="text"/>
Surname *	<input type="text" value="Bloggs"/>
Surname at birth/previous surnames (if different)	<input type="text"/>
Maiden name (if different)	<input type="text"/>
Country of birth *	<input type="text" value="United Kingdom"/>
Town of birth *	<input type="text"/>
Date of birth *	<input type="text" value="dd mm yyyy"/>
Age *	<input type="text"/>
National Insurance Number *	<input type="text"/>

Contact Details

Country *	<input type="text" value="United Kingdom"/>
Address *	<input type="text"/>

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. This will replace the old 'Part C' application form of the application process for INTERNAL candidates. You will need to ensure you have your line manager's details such as six figure and email address.

Position Eligibility

Symbol Key

- ✗ Position Eligibility
- ✓ Equal Opportunities
- ✗ Declaration

Position Eligibility

Are you a current member of the Force you are applying to?

Are you a redeployee?

About You Continued

Employee Number *

Job title *

In order to proceed please confirm the following declaration:

I confirm that my Line Manager is aware and fully supportive of my application for this role * Yes

Line Manager Name *

Line Manager's Employee Number *

Email address *

Are you subject to any of the following:

An ongoing investigation by

Click continue at the bottom of the page to move on to the next part of the form which is Equal Opportunities. This is where we gather all the monitoring information about a candidate such as gender, ethnic origin, religious beliefs, etc.

Equal Opportunities

Symbol Key

- ✗ Position Eligibility
- ✓ Equal Opportunities
- ✗ Declaration

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

Gender

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

Ethnic Origin

Sexual Orientation

Religious belief / faith

State denomination if you wish

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.

Home Gwent Police Internal Vacancies Help Centre Joe Bloggs -

Application For : Gwent Internal/External Test

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

Progress Tracker

- About You
- Position Eligibility
- Equal Opportunities
- Declaration

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](#)

[View cookie policy](#)

We embrace diversity and welcome applications from everyone.

Application Form

You will then be required to complete your application form questions by clicking on 'Complete Application'

The screenshot shows a web page titled 'Application For Gwent Internal/External Test'. At the top right, there is a 'Change Language' dropdown and a user profile 'Joe Bloggs'. Below the title, it says 'Current status is Application Form Questions' and has a 'Complete Application' button. A note below the button states: '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.' At the bottom left, there is a 'View cookie policy' link, and at the bottom center, the text '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'.

The screenshot shows the 'About You' section of the application form. It includes a 'Progress Tracker' with items like 'About You' (checked), 'Tattoos' (unchecked), 'Criminal Histories' (unchecked), 'Qualifications' (unchecked), 'Language Skills' (unchecked), 'Skills' (checked), 'Evidence' (unchecked), and 'Declaration' (unchecked). There is also a 'Symbol Key' for completed, incomplete, and required fields. The 'About You' section contains questions about disability and reasonable adjustments, with a 'Continue' button at the bottom. At the bottom left, there is a 'View cookie policy' link, and at the bottom center, the text 'We embrace diversity and welcome applications from everyone.'

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

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

About You
 Tattoos
 Criminal Histories
 Qualifications
 Language Skills
 Skills
 Evidence
 Declaration

Symbol Key

Completed
 All mandatory questions completed
 Incomplete
 Required Field

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? *

Where are your tattoos located?
Hands
Neck
Forearms
Face

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 * 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**

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

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About You
 Tattoos
 Criminal Histories
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Symbol Key

Completed
 All mandatory questions completed
 Incomplete
 Required Field

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"/>

Add another instance

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) *

Back **Continue**

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 *		Grade	
Educational Establishment / Company *	Subject *	Level (e.g. GCSE, A-level, Degree) *	Grade (e.g. Merit, 2:1, A*) *	Year passed	Due to be applicable
				mm	2019
				mm	2019
				mm	2019
				mm	2019
				mm	2019

[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.

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 Skills page 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 Role Profile. If you do not wish to add any skills, you may leave this page blank and click 'Continue'.

Home Gwent Police Internal Vacancies Help Centre Joe Bloggs -

Application For : Gwent Internal/External Test

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

Progress Tracker

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

Symbol Key

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

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](#)

You will then be asked to provide evidence of your suitability for the role. This is where you will need to have the role profile open for you to cross reference the 'Job Specific Criteria Areas'. You will need to add a minimum of two instances by clicking 'Add another instance'.

Home Gwent Police Internal Vacancies Help Centre Joe Bloggs -

Application For : Gwent Internal/External Test

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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

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 *

Attainments

Evidence
Please provide evidence in no more than 500 words *

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 'Attainments, Experience & Knowledge'.

For vacancies with a salary scale 6 and above you will need to provide evidence against all Job Specific Criteria Areas that list 'Application Form' in the method of assessment column. Please see screenshot of an example role profile below.

Candidate guidance/tips on completing the Evidence section of the application can be found at the end of this guide.

Job Specific Criteria Areas	Maximum Word Count	Method of assessment, For example, application form, test, presentation or certificate
1. Attainments Must have NVQ Level 2 in Business Administration. Must be IT literate in Microsoft applications, including Word, excel and PowerPoint.	300	Application Form/Interview
2. Experience Must have post qualification experience in a multi-site organisation. Must have previous experience of administrative support. Must be able to demonstrate excellent organisational skills.	400	Application Form/Interview
3. Knowledge Must have knowledge of office management principles, methods and procedures.	400	Application Form/Interview
4. Serving the Public Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall		Interview

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.

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <input checked="" type="checkbox"/> Criminal Histories <input checked="" type="checkbox"/> Qualifications <input checked="" type="checkbox"/> Language Skills <input checked="" type="checkbox"/> Skills <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Declaration </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Symbol Key <input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> All mandatory questions completed <input checked="" type="checkbox"/> Incomplete <input checked="" type="checkbox"/> Required Field </div>	Declaration <ul style="list-style-type: none"> • 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. <p style="text-align: center;">* <input type="radio"/> I do agree with the above</p> <div style="text-align: center; margin-top: 10px;"> Back Submit </div>
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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

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

The screenshot shows a web application interface. At the top, there are four police badges arranged horizontally. Below them is a dark blue header bar containing the text "Change Language •", "Home", "Gwent Police Internal Vacancies", "Help Centre", and "Joe Bloggs •". The main content area has a white background. It displays the message "Application For Gwent Internal/External Test" and "Current status is Application Received". A blue "Withdraw" button is visible. Below this, a message reads: "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." At the bottom of the page, there is a link "View cookie policy" and the statement "We embrace diversity and welcome applications from everyone."

Candidate Guidance

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.

NB. 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”.**

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.