

**APPLICATION FORM  
FOR APPOINTMENT AS A  
SPECIAL CONSTABLE**



Reference <i>(For office use only)</i>
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You should complete all sections of this form in person, in black ink, using BLOCK LETTERS for names and addresses, and return it to the Special Constabulary Office, Police Headquarters, Kidlington OX5 2NX

**SECTION 1 ABOUT YOU**

<b>Personal Details</b> (see Note 1)	
Surname	Surname at Birth (if different)
Forenames(s)	Title (Mr Ms Mrs Miss Dr)
Date of Birth	Age
	Town and Country of Birth
Current Address	
e-mail address	
Telephone Numbers:	Work (if convenient)
Home	Mobile

<b>Previous addresses</b>	
Please give all addresses at which you have lived over the last five years. Start with the most recent. Do not include your current address. <i>(Use Continuation Page if more than three)</i>	
Full address	Approximate dates
1.	
2.	
3.	

<b>Nationality</b> (see Note 2)	
What is your nationality?	
If a Commonwealth citizen or a foreign national, is you stay in the UK free of restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows that your stay in the UK is free of restrictions.</i>	
Photocopy of passport enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**About your family** (see Note 3)

Please tell us about your family (wherever they live) and any other adults living at your address (e.g. lodger). Under 'Full name', **include previous surnames and name at birth, if different.** (Use Section 3 Continuation if more than six)

The following relationships should be included

Father	Spouse or partner	Stepfather or mother's partner
Mother	Child or child of partner (if 16 or over)	Stepmother or father's partner
Brother (full/half/step)	Spouse's or partner's father/stepfather	Other adult living at your address
Sister (full/half/step)	Spouse's or partner's mother/stepmother	

Relationship	Full name
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Date of birth	Place of birth
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Full address

Relationship	Full name
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Date of birth	Place of birth
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Full address

Relationship	Full name
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Date of birth	Place of birth
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Full address

Relationship	Full name
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Date of birth	Place of birth
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Full address

Relationship	Full name
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Date of birth	Place of birth
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Full address

Relationship	Full name
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Date of birth	Place of birth
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Full address

Have you made further entries on the Continuation Page?

Yes

No

**Convictions and cautions** (It is important you read Note 3 before you complete this section)

Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any court?  
*Include traffic convictions; appearances before a court martial; and any cautions as a juvenile.*

Yes

No

If you have answered YES, please enter details below. (Use Continuation Page if more than two)

Date Court or Police Station (if caution)

Offence Result

Date Court or Police Station (if caution)

Offence Result

Are you currently charged, or have been summoned, for any offence which has not yet been dealt with?

Yes

No

If you have answered YES, please enter details below.

Date of alleged offence Court or Police Station dealing

Nature of alleged offence

Have any of your close family ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any court?

Yes

No

If you have answered YES, please enter as much detail as you can below.

Details

**Financial position** (see Note 4)

Are you in any arrears with any loan or account?

Yes

No

If YES, give details

Is there now, or has there previously been, any court action taken against you for any debt or has a court/tribunal judgement made against you during the last six years?

Yes

No

If YES, give details

**Tattoos** (see Note 5)

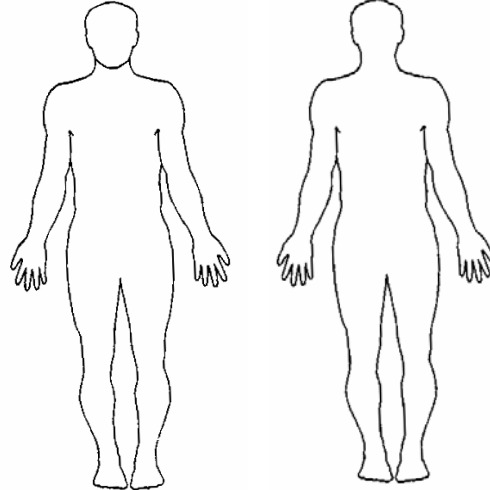
Do you have any tattoos on your body?

 Yes No

If YES, describe them and indicate on the figures their location.  
*Don't forget to enclose a coloured photograph of each tattoo.*

Front

Back

**Membership of BMP or similar** (see Note 7)

Are you or have you ever been a member of the BNP or similar organisation whose Constitution, aims, objectives or pronouncements may contradict the duty to promote Equality?

 Yes No**SECTION 2 ABOUT YOUR EMPLOYMENT****Present or most recent employment** (see note 6)Name and **full** address of present or most recent employer

Position held

Date started (and date left, if applicable)

We will make enquiries of your present (or most recent) employer for reference purposes as a routine part of the selection procedure. Please provide a contact name below

Contact name

Contact's position in company

**Previous employment** (see note 6)

Please provide, in sequence with the most recent first, details of any full, part-time or casual employment you have had over the last five years prior to your present employment. *(Use Section 3 Continuation if more than one)*

Name and address of employer

Position held

Date started and date left



**And still not enough room**

If you have still not been able to complete any item through lack of space, please continue here.  
You should make it clear to what aspect of the form is being continued.

**SECTION 4 AN AID TO OUR ASSESSMENT OF YOU**

**Telling us more about you**

Please complete in your own **handwriting**, answering each question as fully as possible

1. What steps have you taken to find out about the Special Constabulary?

2. Outline the reasons why you want to be a special constable?

3. What are your strengths and weaknesses?

4. What, in your opinion, are the most important services that a special constable could give to the community?

5. What are your hobbies and interests?

6. If you are recruited into the Special Constabulary, you will be required to perform an average of 4 hours duty per week. How many hours could you perform and when?

7. What is the most important lesson you have learned during your life?



**SECTION 5 ABOUT WHERE YOU WOULD LIKE TO SERVE**

**Police Station**

Please indicate below, the police station at which you would prefer to serve. It should be noted that at the beginning of your service you may be required to serve at one of the larger stations in the Police Area to which you are appointed.

First choice

Second choice

**SECTION 6 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 understand that

- I must inform the recruitment office without delay of any change in my circumstances.
- Criminal conviction checks will be made against me and my family members and I have informed them of this.
- The Chief Constable retains the right to reject any application without giving reasons.
- The information that I have provided may be held on manual filing and computer systems as part of the recruiting process.
- If it is found that I have made an untrue or incomplete statement, I may be required to relinquish my appointment.

Signature

Date

**DATA PROTECTION ACT 1998**

*The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998.*

***The criteria (and some application details) for appointment as a special constable are different from those for the regular service. Any applicant appointed as special constable who may wish to join the regular service at a later date will need to make a separate application***

**FOR OFFICE USE**