

A Guide to the Application Form

This is a competency-based application form, so we'll be looking for evidence from your past actions, behaviours and experiences to see if you've got what it takes to be a police officer.

When you're filling out your application form there's one thing that you need to remember – we don't know you. Make your talents shine through by writing clear answers, backed up with lots of examples. For instance, saying that you're 'hard working' or 'a good communicator' isn't enough. Instead tell us a structured story and provide details on the specific competency that relates to the question. Reading the question carefully should ensure that your answers are relevant and to the point.

Last but not least we'll check your application for errors, and if you have more than 10 it will automatically fail. Make sure this doesn't happen to you by using the spelling and grammar check on your computer or asking someone to read your application through.

Below you'll find some more helpful hints and tips – good luck.

Toolkit

Use the acronym STAR to structure your story and provide one specific example for each of the questions:

- ST** - A brief description of the **Situation/Task**
- A** - Details of the **Actions** YOU took - use action verbs
- R** - The **Results / Outcome** achieved

What is good evidence?

- Give specific examples explaining 'how' not 'what'.
- Avoid being vague or ambiguous.
- It is important to describe what part you played in the example provided.
- Although we want detail, please avoid writing at length without saying anything important or adding value to your evidence.
- Demonstrate your awareness of the various factors that needed to be taken into account during the situation you're writing about.
- As a general rule aim for 200 and 250 words per question.

Here are some examples of action verbs:

- analyse
- apply
- change
- create
- determine
- differentiate
- identify
- perform

When writing about the results and out comes remember to:

- give clear examples.
- supply any facts or statistics that strengthen your answer.