



UNIFORM ACTING SERGEANT 2004 SELECTION PROCESS
APPLICATION FORM

SECTION A – PERSONAL DETAILS

Surname	Forename(s)
HR Manager (Name / tel number)	Warrant number
Contact tel number and e mail:	OCU/Branch

MANDATORY CRITERIA	Yes	No
I am currently OSPRE part 1 qualified or have qualified under a previous system	<input type="checkbox"/>	<input type="checkbox"/>
I am no longer subject to a probationary period	<input type="checkbox"/>	<input type="checkbox"/>
I hold a current Officer Safety Certificate	<input type="checkbox"/>	<input type="checkbox"/>
I hold a current ELS certificate	<input type="checkbox"/>	<input type="checkbox"/>
I have completed "Policing Safely" training	<input type="checkbox"/>	<input type="checkbox"/>

The information contained in this application form is true to the best of my knowledge.

I wish to be considered for selection as a uniform Acting Sergeant.

Signature of candidate _____ **Date** _____

SECTION B – CANDIDATE’S SELF ASSESSMENT (potential for sergeant role)

In the boxes below, you should provide in summary form, activity **evidence** that will demonstrate your potential to be competent in the role of patrol sergeant. You should use specific examples, placing your evidence in context by referring to the core activities from the Competency Framework. You should provide **examples** for each of the leadership and managing activities listed below.

Note: If a current PDP has been completed as an APS there is no need to complete this page.

Managing & Developing People	Supervise the work of teams and individuals
<u>Line Managers comments</u>	

Police Operations	Supervise the response to incidents
<u>Line Managers comments</u>	

SECTION C - LINE MANAGER'S ENDORSEMENT

This section should take into account all aspects of Sections A and B.

(Tick as appropriate)

Recommended

This officer is recommended for appointment as a uniform Acting Sergeant on this OCU

Yes

No

The candidate is subject of a current and completed PDR, which shows 'competent' or 'exceptional' in **all** categories.

Signature

Date

PRINT name, rank / band

Unit

Contact telephone number for consultation purposes

SECTION D – SELECTION PANEL

The selection panel **must** be chaired by at least a substantive Superintendent and should comprise of that superintendent and the HR Manager. The Panel should take into account Sections B and C.

NOTE: If the Panel disagrees with the recommendation of the Line Manager, they must discuss their views with the Line Manager concerned before making a selection decision.

CANDIDATES PDR

I have examined the candidates current PDR, dated _____, and I confirm that there is nothing in it which would preclude selection

Signature of Chair of Selection Panel _____

(Tick as appropriate)

Selected

This officer is recommended for appointment as a uniform Acting Sergeant on this OCU

Yes

No

(Tick as appropriate)

Consultation has taken place with the Line Manager

Yes

No

RATIONALE FOR SELECTION OR NON SELECTION

SELECTION PANEL MEMBERS

Name _____ Rank / Band _____ OCU _____

Name _____ Rank / Band _____ OCU _____

Signature of Chair of Panel _____

Final Checklist

To be completed by OCU HR Office before application form is sent to HR Selection at Aybrook St.

Tick when checked

- | | |
|--|--------------------------|
| 1. Signed by candidate? | <input type="checkbox"/> |
| 2. Mandatory criteria boxes ticked? | <input type="checkbox"/> |
| 3. Recommended / not recommended box ticked? | <input type="checkbox"/> |
| 4. Signed by Line Manager ? | <input type="checkbox"/> |
| 5. Sickness printout attached? | <input type="checkbox"/> |
| 6. Attendance Management Form signed at Part 2? | <input type="checkbox"/> |
| 9. Form 6117 attached? | <input type="checkbox"/> |
| 10. Current PDR attached and overall grading meeting criteria? | <input type="checkbox"/> |