

**Application FORM**

**in confidence**

**please complete all sections**

If completing by hand please use **BLOCK LETTERS** and black ink as this form may be photocopied/scanned.

**Section 1 – General Information**

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|  Post Applied for: **TECHNICAL INVESTIGATOR** |
| From what publication or source did you learn about the vacancy? |
| **PERSONAL DETAILS** |
| Surname:  | Forename(s)/Initials:  |
| Permanent address:  |
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| Tel no: | E-mail: |
| Do you hold a current driving licence? Yes☐ No ☐ |
| Do you eligible to work in the UK? Yes ☐ No ☐ | Do you require a work permit? Yes ☐ No ☐ |
| Have you had any criminal convictions\*, spent or otherwise?\*see Rehabilitation Of Offenders Act Yes ☐ No ☐ |
| Have you ever possessed any other nationality or citizenship? Yes ☐ No ☐If **YES** please give full details with dates.  |
| **Disability (You need not answer these questions unless you wish to do so)**The PIRC participates in the “Disability Confident” scheme. This means that all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet all of the selection criteria for the post, will be guaranteed an interview. Do you claim a guaranteed interview? **Yes☐** **No ☐*****Note:*** *The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment which is substantial and long term (i.e. has lasted or is expected to last for at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission’s website as follows:* [*www.equalityhumanrights.com*](http://www.equalityhumanrights.com)If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made? If so, please give details below: |

**Section 2 – EQUAL OPPORTUNITIES MONITORING**

**This form is removed before the completed application is passed to the**

**recruiting panel.**

**REASONABLE ADJUSTMENTS**

If you need any reasonable adjustments to support you to complete this form, please tell us. For example, if you have a visual impairment, you might need us to provide information in larger text.

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The Police Investigations and Review Commissioner is committed to a policy of equality of opportunity. We want to ensure that everyone equally benefits when they make contact with us whatever the purpose. One of the ways in which we do this is by collecting information which we can then use to monitor the fairness of our processes and ensure that they do not have an adverse impact on any particular group. To help us monitor the effectiveness of our policies on equality and diversity, we hope that you will provide the information requested below.

All information provided will be treated as strictly confidential and in accordance the PIRC’s Privacy Notice. The information will be used for statistical purposes only and no information will be published or used in any way that allows individuals to be identified.

If you choose to fill in this form you will be helping us to track the effectiveness of our policies on equality and diversity.

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| **Sex at Birth** |
| Male |  |
| Female |  |
| Prefer not to say |  |

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| **Gender** |
| Same as assigned at birth |  |
| Different to assigned at birth |  |
| Prefer not to say |  |
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| **Age** |
| Under 16 |  | 16-24 |  |
| 25-34 |  | 35-44 |  |
| 45-54 |  | 55-64 |  |
| 65+ |  | Prefer not to say |  |

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| **Marriage /in a Civil Partnership** |
| Never married and never registered in a civil partnership |  | Married |  |
| In a registered civil partnership |  | Separated, but still legally married |  |
| Separated, but still in a registered civil partnership |  | Divorced |  |
| Formerly in a civil partnership which is now legally dissolved |  | Widowed |  |
| Surviving partner from a civil partnership |  | Prefer not to say |  |

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| **ETHNICITY** |

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| **White** |
| Scottish |  | Other British |  |
| Irish |  | Polish |  |
| Gypsy / Traveller |  | Roma |  |
| Prefer not to say |  | Other white ethnic group, please write in: |  |
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| **Mixed or multiple ethnic groups** |
| Any mixed or multiple ethnic groups, please write in: |  |
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| **Asian, Scottish Asian or British Asian** |
| Pakistani, Scottish Pakistani or British Pakistani  |  | Indian, Scottish Indian or British Indian |  |
| Bangladeshi, Scottish Bangladeshi or British Bangladeshi  |  | Chinese, Scottish Chinese or British Chinese |  |
| Other, please write in: |  |  |  |
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| **African, Scottish African or British African** |
| Please write in, (for example, NIGERIAN, SOMALI ) |
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| **Caribbean or Black** |
| Please write in (for example, SCOTTISH CARIBBEAN, BLACK SCOTTISH): |
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| **Other ethnic group** |
| Arab, Scottish Arab or British Arab |  |
| Other, please write in (for example, SIKH, JEWISH): |  |
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| **Religion or Belief** |
| None |  |
| Christian |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Prefer not to say |  |
| Other, please write in: |  |
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| **Disability** |
| I consider myself disabled |  |
| I do not consider myself disabled |  |
| Prefer not to say |  |

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| **Sexual Orientation** |
| Heterosexual/Straight |  |
| Gay/Lesbian |  |
| Bisexual |  |
| Prefer not to say |  |
| Other, please write in: |  |
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| **Pregnancy/Maternity** |
|  | **Y** | **N** |
| Are you currently pregnant? |  |  |
| Have you been pregnant in the past year? |  |  |
| Are you currently on maternity/paternity/adoption/shared parental leave? |  |  |
| Have you been on maternity/paternity/adoption/shared parental leave in the past year? |  |  |
| Prefer not to say |  |  |

**Section 3 – EMPLOYMENT HISTORY**

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| **CURRENT/MOST RECENT APPOINTMENT (if currently unemployed, please supply details of your last period of employment)** |
| Company name and address  |  |
| Position held |  |
| Dates of employment  |  |
| Brief description of duties and responsibilities  |  |
| Salary and benefits  |  |
| Reason for leaving  |  |
| Notice period required (if applicable) |  |
| **Internal candidates only** – have you discussed this application with your line manager? (Please note that failure to do so may result in your application being rejected)  | **Yes☐** **No ☐** |

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| **Previous employment (last 10 years)** |
| Employer  | Post held and dates of employment | Brief description of duties and responsibilities |
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**Section 4 – Experience of Specific Duties**

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| Please use the space below to demonstrate your experience of the specific duties as outlined in section 4 of the information pack. **Word limit: 500** |
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**Section 5 – Competency based evidence**

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| Please use the space below to provide examples demonstrating your skills and expertise for the specific competencies for this post. General statements are unlikely to provide sufficient evidence. Please use the STAR approach when giving examples. * *Situation*: Present a recent challenge and situation in which you found yourself.
* *Task*: What did you have to achieve?
* *Action*: What did you do,, why you did it and what were the alternatives?
* *Results*: What was the outcome of your actions? What did you achieve through your actions and did you meet your objectives? What did you learn from this experience and have you used this learning since?

**Note:** Where it is clear you do not meet the essential minimum criteria for the post you will be eliminated at sift. Please do not submit your CV as this will not be read. |

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| **Competency**  | Ability to communicate fluently, clearly and concisely, both orally and in writing. **Word limit: 300** |
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| **Competency**  |  Ability to prioritise, self-manage and deliver work within agreed timescales. **Word limit: 300** |
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| **Competency**  | Ability to collect, analyse, assimilate information, present evidence and reach sound judgements within timescales **Word limit: 300** |
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**Section 6 – Qualifications, Skills and Experience**

**Education & Professional Qualifications**

Starting with most recent, please list qualifications **relevant to the Person Specification**

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| --- | --- | --- | --- | --- |
| University/College/School | Subject | From (mth/yr) | To (mth/yr) | Attainment  |
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| Membership of professional regulatory bodies If you are a member of a professional body, please provide details of your membership |
| Name of Institute/Professional Body  | Registration number/ Level of Membership  | Renewal Date  |
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| Please use the space below to outline how your qualifications, skills and experience link to the essential criteria listed in the person specification. **Word limit: 300** |
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**Section 7 – Referees**

**(External Applicants only)**

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| Please give details of two referees, ensuring a five year period is covered, where appropriate. At least one should be your most recent employer where applicable. |
| 1. Name: Job Title: Company Name & Address:    Tel no: Email address: Relationship to you: | 2. Name: Job Title: Company Name & Address:    Tel no: Email address: Relationship to you: |
| If you are shortlisted, references may be taken up prior to interview. Please indicate ☐ if you **do not** wish us to contact your current employer prior to interview. |

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| **Security Vetting**  |
| If you are successful, you will be subject to being security vetted to Level 3 Non Police Personnel Vetting and Baseline Personal Scottish Government Security Check (SC). You are asked to confirm if you currently are, or have previously been security vetted to this level, or above. Yes ☐ No ☐ |
| Where yes, please detail the security vetting level and the date it was obtained. |

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| **Data Protection**Access to the information in this application form will be restricted to a limited number of authorised employees. Our Recruitment Privacy Notice explains how and why we will collect and use your personal information in the context of the recruitment process and your rights in relation to your personal information.Please confirm that you that you have read and understood our Recruitment Privacy Notice, which is available on our website at <https://pirc.scot/> , and agree to your information being used in this way.Name:Signature: …Date: …… |

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| **YOU MUST SIGN AND DATE THIS FORM** |

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| **Declaration** |
| To the best of my knowledge and belief, all information I have given in support of this employment application is true and complete. This includes the equal opportunity and recruitment monitoring section. I confirm that all forms in relation to my application were completed by me\*. I understand that if I have given false or misleading information, the PIRC may end any employment contract it offers. |
| Signature \*\* |  | Date |  |
| \*If you have not completed this form by yourself, for example due to writing or language difficulties please explain here: \*\* Please insert an electronic signature if possible.  If not your typed name will count as your signature alongside the  application being sent from the email address in your application. |
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It is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

**Note:** The Employment Equality (Age) Regulations 2006, effective from 1 October 2006, protects employees from discrimination and harassment on the grounds of age. Details about your age will be kept separately from your application form and will not be made available to those involved in the selection decision.

Please return the completed form by email to: jobs@pirc.gov.scot

Or alternatively post to the address below by **midnight on 12th May 2024.**

Human Resources

Police Investigations & Review Commissioner

Hamilton House

Caird Park

Hamilton

ML3 0QA