



Leicestershire **Police**

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PCSO - Recruitment Guidance

Please take the time to carefully read these guidance notes in order to complete the application form to the best of your ability.

If you have a query, before contacting us, please ensure that you have read this document carefully. If you do not find the answer to your question within this document, then you can email our dedicated recruitment team on:

recruitment@derbyshire.pnn.police.uk. We will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 8am – 5pm.

Please read this document carefully and in full, in readiness should you wish to make an application to become a PCSO.

leics.police.uk



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How to complete the application form

The accompanying person specification clearly lists the 'Essential' and 'Desirable' criteria needed for the role of PCSO. In order for us to see you are the best person for the job, we would like you to clearly evidence how you meet each of these criteria.

You will see that there are 11 'Essential' criteria and 2 'Desirable' criteria. To be shortlisted you will have to evidence all of the 'Essential' criteria, either confirming that you have the skill, or giving us an example of how you have previously done this.

Some candidates find the best way to do this is to bullet point, with a specific example, how they meet the skills listed.



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You should evidence how you meet the job specific criteria listed by drawing on your past experience, knowledge and achievements to provide relevant examples which demonstrate that you meet the criteria.

To provide an explanation of an example:

- Briefly describe the setting
- What was expected of you
- Say what you did – not what others did
- Describe the outcome and impact of your actions on others and on the situation
- Do not spend time and space describing activities that are not relevant to the criteria

If you do not sufficiently evidence the job specific criteria, it is unlikely that your application will pass the sift stage.



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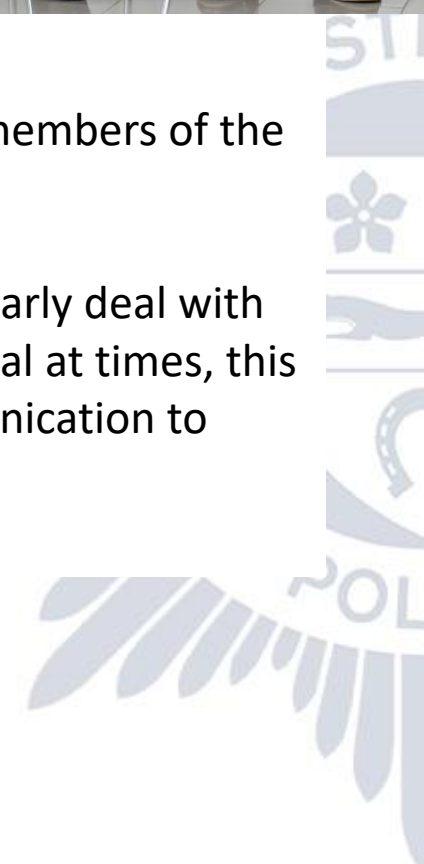
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For example:

2. Demonstrate experience of using effective communication skills with members of the public, particularly in confrontational situations.

In my current job role, I work in a customer facing environment and regularly deal with customer complaints. Complaints can get quite heated and confrontational at times, this has enabled me to manage and gain good experience in effective communication to resolve the situation.





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8. To be physically fit enough to walk a community beat and stand for long periods of time unaided in all weather conditions, carry out the in-house force tactical communication training course, which involves physical exertion & contact with other persons and to lift and carry heavy objects such as temporary traffic signs and equipment.

I can confirm that I am fit enough to do all aspects of the role. I keep physically fit with exercise and I am used to physical exertion.

If you meet any of the 'Desirable' criteria, please list these as well to support your application.





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Driving Licence

You will notice that there is a section for you to declare your driving licence details. Please make sure you fill this in as it is essential to the role.

You must hold a full UK driving licence (not provisional) at the time of applying in order for us to consider your application.





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Some do's and don'ts

Do

Make sure the information you provide is clear, precise and easily understood.

Use plain English with correct spelling and punctuation. If you need any help with this please contact us, we are always happy to offer assistance. Include personal information relevant to the advertised vacancy.

Look at the job information and ensure you give relevant examples of your skills and experience.

Don't

Assume we have any knowledge of your skills or abilities from your job history. This is your opportunity to showcase your skills, so make the most of it!

Make anything up to dishonestly enhance your skills or job history.

Miss out important information.



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Recruitment Process

Stage 1 – Apply online

Stage 2 – Force Interview and a short presentation

Stage 3 – Pre-employment checks: - medical, eyesight, security and biometric vetting (DNA/fingerprints), drug screening and references.





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Best of Luck!

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