



Stage 1: The Application Form

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Stage 1 – The Application Form

An application pack containing full details of all requirements, together with a person specification and an application form can be requested by emailing careers@royalgib.police.gi.

We accept application forms in two ways. You can either:

- 1) Attend the public counter at New Mole House Police Headquarters, Rosia Road, between 0800hrs and 1600hrs, Monday to Friday, along with your completed application form and all relevant supporting documentation. This is our preferred means of accepting applications.
- 2) If for any reason you are unable to submit your application form in person, we will accept a scanned copy of your form, along with scanned copies of all supporting documentation. If submitting your application in this way, please send to careers@royalgib.police.gi. However, if submitting your application in this way, please be advised that if you are invited to Stage 2 of the Selection Process, you will be required to bring the completed form and all relevant supporting documentation with you; or you will be unable to proceed.

We will accept completed applications at any time of the year; there is no Closing Date. We will not accept incomplete application packs; the form must be completed and all supporting documentation provided. Applicants are required to bring the original of all supporting documentation along with a photocopy of each. The original will be checked and returned. The copy will be verified and retained by our staff. When we are preparing to commence a recruit intake, we will publish a cut-off date for applications to be considered for the next intake. All applications received by this date will be considered for that intake. Any applications received after that date will be held on file for consideration at our next intake. Applications will be held on file for no more than 24 months, after which, unsuccessful applicants will be required to re-submit their application and begin the Selection Process again.

The Application Form is an important part of our selection process. The form is objectively marked to ensure you meet our criteria and the vetting process is commenced at this stage. Please take the time to complete your Application Form correctly.

Not every applicant will be invited to Stage 2. If you are unsuccessful, you may request feedback. You may apply again, but we recommend that you take on board the advice given by our Recruitment & Training Team, who may suggest that you wait for our next intake before re-applying.

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Stage 2 – The Police Fitness Test

Applicants proceeding to Stage 2 will be invited by email and provided with a date and time to attend their Police Fitness Test. The email will also provide other relevant information including what you should wear, where to go and what to expect. Applicants are invited to attend in small groups, in time slots of approximately half an hour in duration, but you should allow plenty of time in case the previous test has over-run.

At present our Police Fitness Test is comprised of four parts (may be subject to change) and applicants will be required to meet the minimum standard in all parts in order to proceed to Stage 3. The specifics of our Police Fitness Test will be outlined in your invitation. But you should expect the following:

The Bleep Test: This test measures cardiovascular fitness levels. You will be asked to run back and forth along a 15 metre track, in time with a series of bleeps. The test is progressive. **To pass the test:** You are required to reach level 5.4.

The Plank: This test measures core strength. You must lie face down and then lift your body to be balanced on your forearms and toes. **To pass the test:** You are required to hold this position, with a straight line from the shoulders through the hips to the knees, for one minute.

Press Ups: This test measures upper body strength which correlates with general muscular strength. **To pass the test:** You are required to perform ten successive press ups.

The Bag Lift: This test measures the “pull” power of a candidate with a view to ensuring that a potential officer is capable of holding on to a suspect. **To pass the test:** You are required to perform 5 repetitions.

Only applicants who successfully pass **all** parts of the Police Fitness Test will be invited to Stage 3.

Applicants who do not pass the Police Fitness Test may not proceed to Stage 3. You may however be allowed to re-take the Police Fitness Test on another date without being required to re-submit your application. If we are holding another Police Fitness Test prior to the next cut-off date, we will try to accommodate your re-take at this time, otherwise, you may be invited to re-take your Police Fitness Test at another time.

Any applicant proceeding to Stage 3 must have completed their Police Fitness Test within the past 12 months or they will be required to re-take the test. This is because fitness levels can change.

Applicants are advised that maintaining fitness will be essential and throughout Police Training and Probation you will be routinely tested to ensure you still meet the required standard. We may also be introducing a Standard Fitness Test for all officers in the future.

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Stage 3 – Police Standard Entrance Test

Applicants proceeding to Stage 3 will be invited by email and provided with a date and time to attend their Police Standard Entrance Test. The email will also provide other relevant information including where to go and what to expect. Applicants are invited to attend in small groups, in time slots of approximately three hours in duration, but you should allow plenty of time in case the previous test has over-run.

All applicants, regardless of prior achievement or existing qualifications, will be required to sit our Police Standard Entrance Test. The test is used to help us to identify if someone has the skills necessary to undertake the role. Applicants will be tested using pen and paper tests, which must be completed under strict time limits.

The test is currently comprised of four parts (may be subject to change), which are set out as follows:

- 1) **Checking** - The ability to check information quickly and correctly
- 2) **Verbal Reasoning** - The ability to reason logically when given facts about events
- 3) **Numerical Reasoning** – The ability to work with numbers in a practical way
- 4) **Vocabulary** - The ability to spell and construct sentences correctly

Only applicants who successfully pass all parts of the Police Standard Entrance Test will be invited to Stage 4.

Applicants who do not pass the Police Standard Entrance Test may not proceed to Stage 4. However, you may be allowed to re-take the Police Standard Entrance Test on another date without being required to re-submit your application. Any applicant proceeding to Stage 4 must have completed their Police Standard Entrance Test within the past 24 months.

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Stage 4 – Practical Assessment

Applicants proceeding to Stage 4 will be invited by email and provided with a date and time to attend their Practical Assessment. The email will also provide other relevant information including where to go and what to expect. Applicants are invited to attend in timeslots and of approximately three hours in total, but not necessarily in one block.

The Practical Assessment is your opportunity to show us a little about yourself. This is where we are looking to see what kind of a person you are and how you might be expected to deal with situations you may be faced with if you are successful in your application. It is very important to be yourself. Do not try to second guess how you think we want you to behave.

The Practical Assessment currently consists of four parts (may be subject to change) which are set out as follows:

- 1) Local Knowledge Test & Listening Test
- 2) Multiple Mini Interviews
- 3) Teamwork Exercise
- 4) Conflict Resolution Role Play

Applicants will be individually assessed according to strict criteria which have been designed to establish your suitability for the role.

Whilst stages 1 to 3 were pass or fail, the Stage 4 Practical Assessment will additionally rank candidates in order of suitability to allow us to take the best candidates to interview.

Only applicants who successfully pass the Practical Assessment will be invited to Stage 5.

You may be invited to re-take the Practical Assessment without being required to re-submit your application.

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Stage 5 – Interview Panel

Applicants proceeding to Stage 5 will be informed of this fact. However, whilst stages 1 to 4 may take place at any time, stage 5, will only take place immediately prior to an intake. Your data may therefore be held on file for some time awaiting our next intake. When we are intending to commence a recruit intake, you will be invited to interview by email and provided with a date and time. You will be expected to confirm your attendance, as we recognise that your circumstances may have changed in the intervening time period.

The interview is the final stage of our selection process. The interview process will further rank candidates in order of suitability to allow us to take the best candidates at the earliest opportunity.

Candidates offered an interview will be required to submit to drug testing and DNA/Fingerprint speculative searches prior to being offered an appointment.

Successful applicants who have been chosen for the forthcoming intake will be notified of their start date within a week of the interview and may be expected to start Recruit Training School within four weeks.

Unsuccessful applicants are welcome to re-apply at any time. But we strongly urge you to seek feedback from the Recruitment & Training Team before doing so.

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