

# ROYAL GIBRALTAR POLICE



PHOTO

**EXTERNAL APPLICATION FORM**  
**HUMAN RESOURCES**  
**NEW MOLE HOUSE**  
**ROSIA ROAD**  
**GIBRALTAR**

**1. POST APPLIED FOR:**

Post Title:	
Name of applicant:	

- Please ensure that you answer all the questions as fully as possible. 'See CV' will not be accepted.
- Type or write neatly in black ink, as this form will be photocopied.
- A recent passport sized photograph must be affixed in the space provided above.
- Once completed, this application form along with copies of qualifications and identification must be submitted via email at, [hr.recruitment@royalgib.police.gi](mailto:hr.recruitment@royalgib.police.gi) by the closing date for receipt of applications. (Original qualifications will need to be brought to the interview stage).
- A vetting background check will be conducted by the RGP on any persons applying for the post, therefore Vetting Form will need to be completed.
- Two references are required to be submitted via email at, [hr.recruitment@royalgib.police.gi](mailto:hr.recruitment@royalgib.police.gi)

**NOTE:** Should you have any queries relating to your application either prior to or after interview, you may write to [hr.recruitment@royalgib.police.gi](mailto:hr.recruitment@royalgib.police.gi).

Do not write below this line.

**FOR OFFICIAL USE ONLY**

DOCUMENT	SEEN	RETURNED
Evidence of Nationality		
Qualifications		
I/D CARD OR PASSPORT NO.		

## 2. PERSONAL INFORMATION

Title:		Surname	
Forenames:			
Previous Name if Applicable:			
Date of Birth:			
Nationality:			
Address:			
Postcode: (if applicable)			
Driving Licence: (if applicable, please state category)			

Please indicate which of the following we may use to contact you: (Please tick)

Home Telephone Number:		
Work Telephone Number:		
Mobile Telephone Number:		
Email address:		

### 3. EMPLOYMENT HISTORY

Please list in order (the most recent first), the organisation(s) you have worked for, whether full or part time, including voluntary, unpaid, or self-employed work.  
**(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)**

#### (a) Current (or most recent) Employer's Name and Address:

Dates of Employment:	From:	To:
Job Title:		
Reason for leaving:		
Brief outline of Duties:		

#### (b) Previous Employer's Name and Address:

Dates of Employment:	From:	To:
Job Title:		
Reason for leaving:		
Brief outline of Duties:		

#### (c) Previous Employer's Name and Address:

Dates of Employment:	From:	To:
Job Title:		
Reason for leaving:		
Brief outline of Duties:		

**4. QUALIFICATIONS**

Please give details of any qualification(s) held and where obtained.

<b>School(s)</b>	<b>Date(s)</b>	<b>Subject(s)</b>	<b>Grade(s)</b>

**5. FURTHER & HIGHER EDUCATION**

Please give details of any further or higher education - colleges/universities attended and any qualifications obtained.

<b>College / University/ Training provider</b>	<b>Date(s)</b>	<b>Subject(s)</b>	<b>Qualification(s)/Grade(s)</b>

**6. TRAINING AND DEVELOPMENT**

Please give details of further training taken – i.e. Management courses, IT courses, First Aid certificates etc.

<b>College / University/ Training provider</b>	<b>Date(s)</b>	<b>Subject(s)</b>	<b>Qualification(s) / Grade(s)</b>

## **7. PERSONAL STATEMENT**

Add any further information about yourself that you consider relevant to this application. You should describe your knowledge, experience, skills and abilities gained from your paid and/or voluntary work, studies, hobbies etc.

***(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)***

## 8. REFERENCES

Please provide the following information on your referees, whom you should ask to submit a reference letter to [hr.recruitment@royalgib.police.qi](mailto:hr.recruitment@royalgib.police.qi), not later than five working days after the closing date for receipt of applications.

Referees should not be relatives.

Please note that references must:

- be dated within 3 months of the closing date
- not contain letterhead from the department if written by a Government official
- be appropriate to the post that you are applying for

### (a) FIRST REFERENCE

Full Name of Referee	
Full Address of Referee	
email address	

### (b) SECOND REFERENCE

Full Name of Referee	
Full Address of Referee	
email address	

## **9. DATA PROTECTION ACT 2004 (DPA 2004) & GIBRALTAR GENERAL DATA PROTECTION REGULATIONS (GIB GDPR)**

Under the DPA 2004 and Gib GDPR, the Royal Gibraltar Police, reserves the right to collect, store and process personal data about applicants in so far as it is relevant to their application. This Application Form will remain on file for as long as administratively necessary and then be destroyed. All personal information held will be processed in accordance with the said Act's.

We will only disclose personal information contained in this form in the following circumstances:-

- If we are required to do so by any court order, or by law.
- If selected for the post , (except for information contained in Section 13), to other Government Departments (for administrative purposes) and to the Gibraltar Health Authority (for the purpose of Section 11).

Further information can be found on the RGP [Privacy Policy](#) which can be located on [www.police.gi](http://www.police.gi)

### **10.(a) EQUALITY OF OPPORTUNITY**

The Royal Gibraltar Police, is committed to a policy which ensures that all job applicants and employees receive equality of opportunity, therefore ensuring that all recruitment is solely on merit.

No applicant or employee will receive less favourable treatment on the grounds of age, disability, race, religious belief, sex or sexual orientation, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

### **10.(b) DISABLED APPLICANTS**

In order to help us implement our equal opportunities policy effectively, please indicate below if you would like us to provide any particular assistance for your interview, as a result of disability.

Please specify type of assistance required, e.g. wheelchair access.


**11. MEDICAL**

I understand that if I am selected for employment to the post for which I am applying, I will be required to undergo a medical examination and be declared fit for employment.

**12. STATEMENT TO BE SIGNED BY APPLICANT**

I hereby give consent to the collection, storage and processing of my personal details in connection with my application and as outlined in this application form.

I confirm that to the best of my knowledge, the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information, may result in withdrawal of an offer of employment, or my appointment being terminated if I have already been appointed.

NAME IN BLOCK LETTERS	SIGNED	DATE

**CHECKLIST – Please ensure that you have provided the following:-**  
**(Please tick)**

I.D. or Passport	<input type="checkbox"/>	
Qualifications	<input type="checkbox"/>	
2 Reference Letters	<input type="checkbox"/>	

**POST APPLIED FOR:**

<input type="checkbox"/>
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### 13. DECLARATION OF CRIMINAL OFFENCES

Have you been convicted of a criminal offence (including traffic offences, juvenile/ spent convictions and Military Court Martial) either in Gibraltar or elsewhere?

Have you received a Police Caution / reprimands for any offence (including traffic offences and juvenile/ spent cautions)?

Have you been arrested for any offence and if so, what was the outcome? (even if the arrest did not subsequently result in any further action – i.e. being charged or offered a police caution)

Have you had any other relevant dealings with the Police? (for instance stop and search by Police)

Have you had any dealings with the Police as either a suspect or where your name has been linked to wrongdoing at a criminal level?

**Please include any charges or summonses pending against you and any civil court proceedings in which you are or may have been involved.**

(Please tick below)

**YES**

**NO**

If you have ticked yes then you must complete the table below. Please use additional sheet if necessary.

Date	Offence	Sentence	Pending Charges (Give dates)

Having a criminal record will not necessarily bar you from taking up employment with the Royal Gibraltar Police. This will depend on the nature of the position applied for and the circumstances and background of your offences. (Please use the space below to add any comments you may wish to make in this regard). Any information given will be treated confidentially and only considered in relation to the post for which you are applying.


**Some applicants do not declare information, which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure to disclose these may lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.**

**Failure to disclose any information requested in this Section, may lead to the withdrawal of an offer of appointment, or termination of employment if you have already been appointed.**

Signed.....

Name.....|.....  
(in block letters)

Date|.....|