# Associate expression of interest form

**All sections of this form must be completed, unless otherwise indicated.**

|  |
| --- |
| **Please state the name of the Associate Pool that you are interested in:**  **Selection and Assessment, Assessment Design Specialist SA36** |

|  |  |
| --- | --- |
| **1. Personal details** | |
| Surname: | First names: |
| Title (Mr/Mrs/Ms/Dr/Other): | |
| Home address, including postcode: | |
| Telephone numbers:  **Please indicate which number you prefer to be contacted on, by checking one of the boxes below**  Landline:        Mobile: | |
| Email: | |
| Company name (if applicable): | |
| Company address, including postcode (if different from home address): | |
| Company website address: | |

If you are an existing associate of the College, please skip to section 4.

|  |  |  |
| --- | --- | --- |
| **2. Nationality**: Please note that 5 years checkable history is required for the Security Vetting Process – without this, your vetting is likely to fail. | | |
| Present nationality: | Do you have 5 or more years’ current UK Residency? | Yes  No |
| Do you have permission to remain and take up employment in the UK: | Yes  No | |
| If No, please provide more information: |  | |
| **Already hold Force Vetting (RV/MV/NPPV):**  **Already hold National Security (Baseline/CTC/SC):** | Yes  No  Level of clearance held:  Expires:  Yes  No  Level of clearance held:  Expires:  **Vetting provider contact details to confirm this can be transferred to the College of Policing:**  Contact name:  Contact email: | |

|  |  |
| --- | --- |
| 3**. Eligibility checklist** | |
| Are you related to a Board member or member of staff at the College of Policing? | Yes  No |
| If Yes, please complete the following details: | Name:  Relationship: |
| If you are currently employed by the police service or other public sector body, please provide details: | Name of employer:  Last day of service (if applicable): |
| If accepted as a College Associate the College expect you to undertake security clearance. Are you willing to undergo this security check? | Yes  No |
| The College acknowledge you may have other business interests. Please indicate if these are likely to be incompatible with the College or bring the College into disrepute.  If yes, please provide details: | Yes  No |
| The College will make PAYE deductions in respect of income tax and primary national insurance contributions from any payments made, to comply with HMRC requirements.  Do you accept this? | Yes  No |
| Please tick to confirm you have read and understood the **Associates Policy**, [here](https://spwww.college.police.uk/About/Work-for-us/Documents/Associates_Policy_v.1.1.docx) | Yes |
| Please tick to confirm you have read, understood, and accept the College of Policing **terms and conditions**, [here](https://spwww.college.police.uk/About/Procurement/Pages/default.aspx#AssociateTerms) | Yes |
| The College of Policing needs to operate to the highest levels of integrity to ensure its reputation and to maintain public confidence.   * Please give details of any spent or unspent criminal convictions or any other interactions with criminal justice bodies that would show up during a criminal records check. * Please give details of any disciplinary offences or proceedings within the last 18 months.   Note: it is incumbent on Associates to notify the College of Policing if they become subject to any criminal convictions since the submission of this Expression of Interest and once accepted onto the College of Policing ‘Approved Associate Database’. |  |

| **4. Use this section to provide evidence that you have the required qualification(s), skills and experience as listed on the scope of work** |
| --- |

|  |  |  |
| --- | --- | --- |
| Qualification(s) | Details of the qualification | |
|  | Awarding body:  Date achieved: | Level/grade: |
|  | Awarding body:  Date achieved: | Level/grade: |
|  | Awarding body:  Date achieved: | Level/grade: |
|  | Awarding body:  Date achieved: | Level/grade: |
| **Skills and abilities** | **Details** Describe how you meet each of these | |
| Ability to demonstrate technical expertise to support the development of assessment products and related training.  You should demonstrate your ability to be creative in work produced. |  | |
| Strong understanding and commitment to supporting the development of fair and inclusive assessment in support of a diverse and inclusive workforce. |  | |
| Highly developed interpersonal and communication skills.  You should demonstrate your ability to:   * work with people at a range of levels across different areas of policing * ability to deliver and receive constructive feedback. |  | |
| Ability to work independently, monitoring own performance and seeking advice where needed.  You should demonstrate your ability to:   * Work in a timely manner and meet deadlines * Have a flexible approach to work that can adapt to changing priorities and deadlines. * Proficiency in the use of Microsoft Word and the ability to produce high quality written materials. |  | |
| Ability to comply with the College’s Code of Ethics and actively challenge any behaviours that are not in line with these standards of behaviour. |  | |
| **Experience** | **Details** Describe how you meet each of these | |
| Please summarise your experience of designing and delivering large scale selection and assessment processes.  You should outline:   * Your role and experience in the design and delivery of work sample exercises * The approach/model(s) used. * How you ensured the assessments designed were fair and inclusive. |  | |
| Please provide evidence of your experience of working in the policing arena with people at a range of levels across policing, including executive level.  You should include an outline of:   * Your role * The projects and policing roles/stakeholders involved * The timescales of the projects |  | |
| Please provide evidence of your experience of designing occupational psychology related training.  You should include an outline of:   * Your role in the design of the training. * Considerations made to ensure the training was effective. |  | |
| Experience in occupational psychology research and product review  You should include an outline of:   * Your role * Outline of products/projects/clients * Timescales |  | |

If you are an existing Associate, and have already provided references in the past, please skip to the Declaration in section 6.

|  |  |
| --- | --- |
| **5. References:** As part of the selection process we will require two satisfactory references. Please give the names and addresses of two referees. At least one of your references must be from a recent (within last 2 years) client/employer. Please do not use relatives as referees. | |
| **1.** Name: | **2.** Name: |
| Address, including postcode: | Address, including postcode: |
| Email: | Email: |
| Telephone number: | Telephone number: |
| How long, and in what capacity have you known this person: | How long, and in what capacity have you known this person: |

|  |  |
| --- | --- |
| **6. Declaration** | |
| The College of Policing, as the professional body for policing, has a clear role in setting standards to earn public trust. It is essential therefore that those Associates working with the College of Policing developing and/or delivering any of its products or services also meet these standards and maintain the professional reputation of the College.  In order to acknowledge the importance of these considerations you are asked to read and sign the declaration below:  **I confirm that I will proactively inform the College of Policing of any conflicts of interest, or potential issues surrounding (including changes to) my personal circumstances or professional conduct that may potentially call into question my suitability to operate as an Associate or which may affect the reputation, or public confidence, in the product, the College or the Police Service. This includes, but is not limited to, instances of current or previous disciplinary proceedings and/or investigations, criminal convictions, HMRC compliance, immigration status or suspensions.**  **Note 1 Declaration** – It is not possible to provide an exhaustive list of what situations might apply in this context as every situation will have different circumstances therefore it will be for the individual making the declaration to consider the potential impact of the issue in determining whether to declare this.  Please inform the relevant Business Unit immediately if you become aware of a situation which may compromise the terms of this declaration. If it is discovered that you have included any information you know to be false, or if you withhold any relevant information, this form may be rejected or any subsequent engagement with us terminated.  By completing this application form electronically, your signature to this document is implied and accepted.  **Note 2 Privacy notice** – The information you have provided as part of your application will be held by the College of Policing in accordance with the General Data Protection Regulation (GDPR) for the purposes of accessing your suitability to be included as a College associate. If selected, it will form part of your associate record. Your information will be lawfully held and processed for the purposes of entering into a contract and is necessary to determine the appropriateness of a successful applicant’s contract. Your information will not be used for any other purpose and will not be disclosed to any third party. In order for us to fulfil our purpose, your information may be shared with internal College of Policing departments that are involved in delivering our services to you. Your information will not be shared with any other external organisation.  Your information will only be held for as long as is necessary by the College of Policing and in accordance with our retention schedule, this will be six months for unsuccessful candidates and for the duration of retention on the associate pool plus one year for successful applicants.  You have certain rights under the GDPR regarding your personal data, which includes the right to access data held about yourself, to ensure it is accurate and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.  For more information about your rights please see our full [privacy notice](https://spwww.college.police.uk/Legal/fair-processing-notice/Pages/Privacy_Notice.aspx), which can be found on the legal page of our website. You can also contact our Data Protection Officer by emailing: [Data.Protection@college.pnn.police.uk](mailto:Data.Protection@college.pnn.police.uk). | |
| **I declare that the information I have given is, to the best of my knowledge, true and complete.** | |
| **Signature (typed name will suffice):** | **Date:** |

Your completed form should be emailed to [associates@college.pnn.police.uk](mailto:associates@college.pnn.police.uk)