# Associate expression of interest form

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

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| **Please tick the box of the role you are applying for. You may tick one or both boxes if applying for both roles.**  External Assessor Senior Selection – Senior Manager Level  External Assessor Senior Selection – Executive Level |

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| **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.

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| **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: | |

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| **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://paas-s3-broker-prod-lon-6453d964-1d1a-432a-9260-5e0ba7d2fc51.s3.eu-west-2.amazonaws.com/s3fs-public/2021-05/associate-policy.pdf) | Yes |
| Please tick to confirm you have read, understood, and accept the College of Policing **terms and conditions**, [here](https://paas-s3-broker-prod-lon-6453d964-1d1a-432a-9260-5e0ba7d2fc51.s3.eu-west-2.amazonaws.com/s3fs-public/2021-05/associate-terms-and-conditions.pdf) | 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’. |  |

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| **4. Use this section to provide evidence that you have the required skills and experience as listed on the scope of work** | |
| **Qualifying criteria** | **Details** |
| **Essential –** Complete for either/both levels:  **Independent from policing.**  You should consider a policing organisation as anything related to policing or law enforcement. | Have you ever worked for a policing organisation or related body as an employee, contractor, committee or board member or in an advisory capacity?  Yes  No  If yes please state what role/s in which organisation you held and dates held:  Role and organisation:  Dates held:  Role and organisation:  Dates held:  Role and organisation:  Dates held: |
| **Essential –** Complete for Senior Level only:  **Senior Management level experience in a sizeable organisation.**  You should outline the role held at this level demonstrating:   * you have had a lead role, whether directly employed or in an advisory capacity, in a large and/or complex area carrying responsibility for all activities in that area including management of teams * working with or across different areas and partnerships * how you have carried responsibility for strategic or policy lead and contributed to the development of culture, climate and working processes * you held this role within the last five years | It is essential to the role that you meet the level of experience required in order to accurately assess and understand the complexity of the roles you would be assessing for, alongside your fellow police service senior officer assessors.  Therefore, as per the notes to the left, **please outline how your experience is suitable for the role**: (250 words maximum). |
| **Essential –** Complete for Executive Level only:  **Executive Level experience in a sizeable organisation.**  You should outline the role held at this level demonstrating:   * you have had a lead role, whether directly employed or in an advisor capacity, in contributing to the creation of the vision and setting direction and culture for the organisation as part of the executive team * how you have contributed to the development and implementation of the organisation’s delivery plan with responsibility for reviewing and driving performance and culture in your area of responsibility * you held this role within the last five years | It is essential to the role that you meet the level of experience required in order to accurately assess and understand the complexity of the roles you would be assessing for, alongside your fellow police service senior officer assessors.  Therefore, as per the notes to the left, **please outline how your experience is suitable for the role**: (250 words maximum). |
| **Skills and abilities** | **Details** |
| **Essential –** Complete for either/both levels:  Highly developed interpersonal skills, demonstrating warmth and empathy in your approach. | In the role you will be required to communicate with candidates, other assessors and staff members. **Please give an example of a time you have demonstrated highly developed interpersonal skills, showing warmth and empathy in your approach:** |
| **Experience** | **Details** Describe how you meet each of these |
| **Essential –** Complete for either/both levels:  A current understanding and experience of diversity and inclusion. | The College is committed to ensuring that our assessment processes are inclusive. **Please give an example of your understanding of this area:** |
| **Desirable –** Complete for either/both levels:  Experience of assessing at a senior/executive level, using the ORCE assessment model. | In the role you will be required to assess candidates using the ORCE method. **Please give an example of your experience in assessing at a senior/executive level, and of using the ORCE assessment model:** |
| **Desirable –** Complete for either/both levels:  Experience of coaching and people development. | In the role you will be expected to work with your co-assessor to provide written/verbal feedback to candidates. **Please give an example of your experience in coaching and people development:** |

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

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| **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: |

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| **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://www.college.police.uk/privacy), which can be found on the legal page of our website. You can also contact our Data Protection Officer by emailing: [Data.Protection@college.police.uk](mailto:Data.Protection@college.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:** |

The College of Policing are committed to delivering an inclusive selection process. In order for us to monitor this, please complete the below biographical monitoring form. You may choose to answer ‘Prefer not to say’ to any questions you choose not to answer.

Biographical questions and answers will not form any part of the application assessment and will only be used for monitoring purposes.

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

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