

GUIDANCE NOTES FOR COMPLETING THE ONLINE APPLICATION FORM

Please note that the Online Application form will time out after 45 minutes and all information will be lost, please ensure you complete and submit your application well in advance of 45mins.

In PART 1 - Personal Details:

(a) In Section 1, you are required to enter your Full Name and Address, please make sure to enter these carefully as these details will appear **exactly** as you type them on all correspondence that you will receive from us in the future, i.e. enter your name:

John Smith and **not:** JOHN SMITH

(b) In Section 1, please also ensure that you enter your house number and street name on the same line and not 2 separate lines, for example:

5 Waring Street and **not:** 5
Waring Street

(c) In Section 1, please also ensure when inputting your county (for Northern Ireland and Republic of Ireland applicants) as part of your address make sure you type the word County or Co. before the county name (e.g. Co. Tyrone, County Down, Co. Louth).

(d) Section 2 (Nationality) - please ensure that you select the correct Nationality, for example, if you are British, Irish or French (i.e. European Economic Area citizen) you would select Option 1 but if you are American, Australian or African (i.e. Rest of World) you would select Option 2. For further details on the Nationality Qualifications please check the Nationality Qualifications tab under Application Essentials > Eligibility Requirements on www.joinpsni.co.uk.

(e) Section 3 (The Initial Selection Test) - you are required to choose your preferred time for the IST. The scheduling process works as follows: We will try to schedule your attendance for the Initial Selection Test at a location and time to suit you which is based on the preferences you have expressed on the Application Form. Our scheduling policy incorporates a limited number of 'first come first served' evening and weekend appointments, however, these may not be in a location near you, so please bear this in mind when you make this selection. Whilst we do try to accommodate your preferred choice, this may not always be possible.

(f) Section 4 (Commitment to the Policing Role) - This section must be completed in full. You will not be able to save the application and come back to it, so we recommend that you have a look at the form before completing it in case you want to prepare your answer to Section 4ii beforehand. The **application will time out after 45mins**, so please bear this in mind when answering question 4ii.

Anywhere on the Application Form:

(g) Do not include your email address anywhere on the online application form. Deloitte will not contact candidates by email at application stage and you must not enter your email address anywhere on the application form.

Submitting the Application:

(h) When you have submitted your application it may take a few moments to process. When your application has been successfully processed you will then receive a confirmation message to acknowledge this. Please be patient while this process takes place and do not attempt to resubmit your application. In the unlikely event that you do not receive this message you should contact our office only after 10 working days have elapsed.

(i) Please note, by completing and submitting the online application form you will have applied for this campaign and will **not** receive separate paper application forms to complete as well.