

WESTERN AUSTRALIA POLICE

APPLICATION FOR EMPLOYMENT AS A POLICE OFFICER



SURNAME:

GIVEN NAME/S:

DATE OF BIRTH: / / AGE: (YEARS)

RESIDENTIAL ADDRESS:

..... POST CODE:

POSTAL ADDRESS (If different from that listed above):

..... POST CODE:

PHONE: (HM) (W) (MOB)

E-Mail Address:

Facebook/ Myspace/ Social Networking page address:

OFFICE USE ONLY

Application Issued:

ON _____ / _____ / _____

BY PD _____

AT _____

Application Received:

ON _____ / _____ / _____

BY PD _____

AT _____

Applicant No:

INSTRUCTIONS

Please read carefully before proceeding!

APPLICATION FORM

- **THIS APPLICATION MUST BE COMPLETED BY THE PERSON APPLYING.**
- **BLOCK PRINT** all details clearly and legibly in your own handwriting. Do not type.
- Western Australia may be referred to as WA in this application.
- If an item is 'Not Applicable' – Enter N/A.
- This application will be assessed on content & legibility – Do ***not*** use whiteout correction fluid.
- **Indicate with a cross** in the correct box, for example, if your answer is “NO”: NO YES
- You must make full disclosure of ***any*** legal proceedings instigated against you, ***regardless*** of the length of time since or the outcome of the offence/incident.
- **The Spent Conviction Act does not apply** to this application.
- **All sections of this application must be answered.** If any item is missing or not completed the application will not be accepted or processed.

THE SUPPLEMENTARY INFORMATION PAGE

- Items 1-7 where applicable on the Supplementary Information page must be submitted with your application. Although your application will be accepted, you will not commence any testing until these documents are supplied.
- Please note that the Senior First Aid Certificate is not required at the time of submission of the Application Form. **It must however be received within 90 days of the application date. If not received within 90 days your application may be withdrawn.**
- All forms must be submitted in person or by mail to the Police Recruiting Branch.

FURTHER INFORMATION

- Ensure that you have read and understood the instructions before entering any details in the application.
- It is advised that you write a draft, before entering any details in the application.
- If additional copies of the application form are required they may be downloaded at www.stepforward.wa.gov.au
- To further assist the applicant, a pre-submission checklist is included at the rear of this booklet.
- If you have need of further instruction please contact the Police Recruiting Branch on (08) 9301 9607.
- Various factors relating to the processing of applications may impact on the length of time it takes individual applicants to complete the **assessment** phase of the application. Expect minimum periods of 3-4 months from lodgement of the application to selection eligibility (assuming all relevant documents listed under items 1-7 of the Supplementary Information page have been supplied). Due to advance bookings, applicants can expect to wait at least six weeks before the first assessment (theory test). Do not submit the application if you do not anticipate being sufficiently prepared to pass the Police Entrance Evaluation and the Police Physical Assessment at that time.

PLEASE NOTE

PENALTIES MAY BE IMPOSED UPON ANY PERSON WHO OBTAINS ENTRY INTO THE WA POLICE THROUGH FALSE REPRESENTATION.

Procedure for Submitting the Application

1. MAILED APPLICATIONS

- Photocopy the documents required as listed on the Supplementary Information Form.
- Present the originals and photocopied documents to either a Justice of the Peace or a Police Officer to be certified.
- Forward the certified copies to the Police Recruiting Branch with the application form. You retain the originals.

2. HAND DELIVERED APPLICATIONS

- Photocopy the documents required as listed on the Supplementary Information Form.
- Present originals and photocopied documents to the Police Recruiting Branch. Originals will be sighted and returned to you.

NB Please ensure that copies of all relevant documents are submitted.

ADDRESS

**Police Recruiting Branch
Recruitment Centre
WA Police Academy
81 Lakeside Drive
JOONDALUP WA 6027**

Telephone (08) 9301 9607

THE APPLICATION

BLOCK PRINT ALL DETAILS CLEARLY AND LEGIBLY – ANSWER ALL QUESTIONS

Section 1 - Name Details

1.	SURNAME (Family Name):		GIVEN NAMES (In full):	
	Date of Birth: / /	Age: (111)	Gender: <input type="checkbox"/> Female (112) <input type="checkbox"/> Male (113)	
2.	Street Number & Name:		Postcode:	
	Suburb / City:	State:	Country:	
3.	Telephone No. Home: ()	Work: ()	Mobile:	
	4. E-mail Address:			
5.	Have you ever been known by, or used any other name: (i.e. maiden name / abbreviations / name at birth)		<input type="checkbox"/> YES <input type="checkbox"/> NO (Go to <i>Section 2</i>)	
	a. If 'YES', give full name/s details:			
b.	If 'YES', reason for name change:		Date: / /	

Section 2 - Address Details

1. Do you, or have you lived in Western Australia for 3 months or longer: YES ⁽²¹¹⁾ NO *(Go to Question 2)* ⁽²¹²⁾

If 'YES', please provide your last two addresses in WA - prior to your current address:

a.

Street Number & Name:	Postcode:
Suburb / Town:	State:
Date from: / /	Date to: / /

b.

Street Number & Name:	Postcode:
Suburb / Town:	State:
Date from: / /	Date to: / /

2. Have you ever lived in any other state/s or territory/s of Australia for 3 months or longer: YES ⁽²²¹⁾ NO *(Go to Question 3)* ⁽²²²⁾

If 'YES', which state or territory have you lived in:

ACT ⁽²²³⁾ NSW ⁽²²⁴⁾ NT ⁽²²⁵⁾ QLD ⁽²²⁶⁾ SA ⁽²²⁷⁾ TAS ⁽²²⁸⁾ VIC ⁽²²⁹⁾

If 'YES', please provide your two last addresses in any of the states or territories you have lived in:
(NOTE: If you have lived in more than one state or territory for 3 months or more, you must declare your last two addresses for each on a separate list)

a.

Street Number & Name:	Postcode:
Suburb / City:	State:
Date from: / /	Date to: / /

b.

Street Number & Name:	Postcode:
Suburb / City:	State:
Date from: / /	Date to: / /

3. Have you ever lived in any country/s, other than Australia for 3 months or longer: YES ⁽²³¹⁾ NO *(Go to Section 3)* ⁽²³²⁾

If 'YES', please provide your two last addresses in any of the countries you have lived in:
(NOTE: If you have lived in more than one country for 3 months or more, you must declare your last two addresses for each on a separate list)

a.

Street Number & Name:	Postcode:	
Suburb / City:	State:	Country:
Date from: / /	Date to: / /	

b.

Street Number & Name:	Postcode:	
Suburb / City:	State:	Country:
Date from: / /	Date to: / /	

BLOCK PRINT ALL DETAILS CLEARLY AND LEGIBLY – ANSWER ALL QUESTIONS

Section 3 – Place of Birth & Citizenship

1.	What is your place of birth (i.e. City/Place/Town):
a.	State: _____ Country: _____
2.	If not a resident of Australia all your life, date of arrival in Australia: / /
a.	Which state did you arrive in when you came to Australia: <input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA
3.	If not a resident of WA all your life, date of arrival in WA: / /
4.	Are you an Australian citizen: <input type="checkbox"/> YES (Go to <u>Section 4</u>) <input type="checkbox"/> NO (Go to <u>Question 5</u>)
5.	If 'NO', where do you hold citizenship:
a.	If 'NO', do you have 'Permanent' Australian residency status: <input type="checkbox"/> YES (Go to <u>Section 4</u>) <input type="checkbox"/> NO
b.	If 'NO', have you submitted an Australian citizenship application: <input type="checkbox"/> YES (Go to <u>Question 6</u>) <input type="checkbox"/> NO
6.	If 'YES' to Question 5b, what date is it expected to be finalised: / /

Section 4 – Driver's Licence Details

1.	Do you hold a manual motor vehicle driver's licence: <input type="checkbox"/> YES <input type="checkbox"/> NO (Refer to Minimum Requirements)
a.	If 'YES', where was your licence issued: State: _____ Country: _____
b.	If 'YES', what is your driver's licence number: _____ Expiry Date: / /
c.	If 'YES', date of Probationary Licence expiry (if applicable): _____ Expiry Date: / /
2.	Have you <u>ever</u> had your driver's licence suspended or cancelled: <input type="checkbox"/> YES <input type="checkbox"/> NO (Go to <u>Question 3</u>)
a.	If 'YES', please provide detail: Date: _____ Offence: _____
3.	Do you hold a driver's licence in any other state/territory/country: <input type="checkbox"/> YES <input type="checkbox"/> NO (Go to <u>Section 5</u>)
a.	If 'YES', where: State: _____ Country: _____
b.	If 'YES', what is your driver's licence number: _____ Expiry Date: / /

Section 5 - Ethnicity

Of the following ethnicities, which one would describe you the best:

- Aboriginal or Torres Strait Islander ⁽⁵⁰¹⁾ Caucasian (i.e. Aust./European/Nth American) ⁽⁵⁰²⁾ African Descent ⁽⁵⁰³⁾
 East Asian (i.e. China/Malaysia/Vietnam/Japan) ⁽⁵⁰⁴⁾ West Asian (i.e. India/Pakistan) ⁽⁵⁰⁵⁾ Maori / Polynesian ⁽⁵⁰⁶⁾
 South American ⁽⁵⁰⁷⁾ Other, please specify ⁽⁵⁰⁸⁾:

1.	Is English your first language: <input type="checkbox"/> YES ⁽⁵¹¹⁾ <input type="checkbox"/> NO ⁽⁵¹²⁾
2.	Do you speak, read or write any non English language or dialect: <input type="checkbox"/> YES ⁽⁵²¹⁾ <input type="checkbox"/> NO (Go to <u>Question 3</u>) ⁽⁵²²⁾
a.	If 'YES', please specify:
3.	Were both of your parents born in Australia: <input type="checkbox"/> YES (Go to <u>Section 6</u>) ⁽⁵³¹⁾ <input type="checkbox"/> NO ⁽⁵³²⁾
a.	If 'NO', father's country of birth: _____ Language: _____
b.	If 'NO', mother's country of birth: _____ Language: _____

Section 6 – WA Police History

1.	Have you previously applied to join the WA Police: <input type="checkbox"/> YES <small>(611)</small> <input type="checkbox"/> NO <small>(Go to <u>Question 2</u>) (612)</small>	
a.	If 'YES', date of your previous application: / /	
2.	Have you previously applied to join any other Police Service: <input type="checkbox"/> YES <small>(621)</small> <input type="checkbox"/> NO <small>(Go to <u>Question 3</u>) (622)</small>	
a.	If 'YES', which Police Service have you applied to:	
	State:	Country:
	Date: / /	
3.	Are you a serving member with any Police Service: <input type="checkbox"/> YES <small>(Go to <u>Question 5</u>) (631)</small> <input type="checkbox"/> NO <small>(632)</small>	
4.	Have you been a member of any Police Service: <input type="checkbox"/> YES <small>(Go to <u>Question 5</u>) (641)</small> <input type="checkbox"/> NO <small>(642)</small>	
5.	If 'YES' to 3 or 4, which Police Service are/were you serving with:	
a.	Which unit/section are/were you attached to:	
b.	Your rank or classification:	Service No:
c.	Date enlisted: / /	Date received last rank: / /
d.	General Experience:	
	
	
e.	Date of discharge or cessation date (if applicable): / /	
f.	Reason for discharge or cessation (if applicable):	

If you have served with more than one Police Service, attach further information on a separate list.

Section 7 – Defence Force History

1.	Have you previously applied to join any Defence Force: <input type="checkbox"/> YES <small>(711)</small> <input type="checkbox"/> NO <small>(Go to <u>Question 3</u>) (712)</small>	
a.	If 'YES', which Defence Force was that:	
	State:	Country:
	Date: / /	
2.	Are you a serving member with any Defence Force: <input type="checkbox"/> YES <small>(Go to <u>Question 4</u>) (721)</small> <input type="checkbox"/> NO <small>(722)</small>	
3.	Have you been a member of any Defence Force: <input type="checkbox"/> YES <small>(Go to <u>Question 4</u>) (731)</small> <input type="checkbox"/> NO <small>(732)</small>	
4.	If 'YES' to 2 or 3, which Defence Force are/were you serving with:	
a.	Which unit/section are/were you attached to:	
b.	Your rank or classification:	Service No:
c.	Date enlisted: / /	Date received last rank: / /
d.	General Experience:	
	
	
e.	Date of discharge or cessation date (if applicable): / /	
f.	Reason for discharge or cessation (if applicable):	

If you have served with more than one Defence Force, attach further information on a separate list.

BLOCK PRINT ALL DETAILS CLEARLY AND LEGIBLY – ANSWER ALL QUESTIONS

Section 11 – Integrity Declaration

WARNING

Failing to truthfully answer the following questions will invalidate your application.

Questions 1,2, and 3: Have legal proceedings ever been instigated against you in relation to:

1. Criminal Courts/Petty Sessions/Traffic Courts:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 2</u>)
a. If 'YES', give brief details:	
2. Civil Courts:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 3</u>)
a. If 'YES', give brief details:	
3. Children's Courts/Juvenile Justice Panels:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 4</u>)
a. If 'YES', give brief details:	
4. Have you <u>ever</u> been issued with a fine (infringement notice): (i.e. general traffic, speeding, speed cameras, liquor, firearms, red light cameras)	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 5</u>)
a. If 'YES', give brief details:	
5. Have you <u>ever</u> been issued with a Juvenile Caution, Drug Diversion or Move-on notice:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 6</u>)
a. If 'YES', give brief details:	
6. Have you <u>ever</u> received or issued a Restraint Order:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Question 7</u>)
a. If 'YES', attach a declaration explaining the circumstances of the Restraint Order <u>in detail</u>	
7. Have you <u>ever</u> been, or are you now involved in any incident or inquiry through any Police, Defence Force, Government, Local Government or other authority, instrumentality or body, in which you have been, or might be, the person under investigation:	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to <u>Section 12</u>)
a. If 'YES', attach a declaration explaining the circumstances of the inquiry <u>in detail</u>	

Section 12 – Market Research

1. Indicate your current, or last employment sector:	<input type="checkbox"/> Business & Admin ⁽¹²¹¹⁾	<input type="checkbox"/> Student ⁽¹²¹²⁾
<input type="checkbox"/> Defence Force ⁽¹²¹³⁾	<input type="checkbox"/> Sales & Marketing ⁽¹²¹⁴⁾	<input type="checkbox"/> Trade ⁽¹²¹⁵⁾
<input type="checkbox"/> Government ⁽¹²¹⁶⁾	<input type="checkbox"/> Other ⁽¹²¹⁷⁾	
2. Have you talked to a police officer in regards to a career with the WA Police other than a police recruiting officer:	<input type="checkbox"/> YES ⁽¹²²¹⁾	<input type="checkbox"/> NO ⁽¹²²²⁾
3. Have you seen any WA Police recruiting advertisements:	<input type="checkbox"/> YES ⁽¹²³¹⁾	<input type="checkbox"/> NO ⁽¹²³²⁾
a. If 'YES', where: <input type="checkbox"/> Newspapers ⁽¹²³³⁾ <input type="checkbox"/> Magazines ⁽¹²³⁴⁾ <input type="checkbox"/> Defence Force News ⁽¹²³⁵⁾ <input type="checkbox"/> Internet ⁽¹²³⁶⁾	
b. Please specify:	
4. Have you ever seen or attended a police career display/expo:	<input type="checkbox"/> YES ⁽¹²⁴¹⁾	<input type="checkbox"/> NO ⁽¹²⁴²⁾
a. If 'YES', where:	
5. Do you have access to the Internet:	<input type="checkbox"/> YES ⁽¹²⁵¹⁾	<input type="checkbox"/> NO ⁽¹²⁵²⁾
a. If 'YES', have you viewed our Internet site:	<input type="checkbox"/> YES ⁽¹²⁵³⁾	<input type="checkbox"/> NO ⁽¹²⁵⁴⁾
6. Did you consider another career prior to the WA Police:	<input type="checkbox"/> YES ⁽¹²⁶¹⁾	<input type="checkbox"/> NO ⁽¹²⁶²⁾
7. Of the following areas, which <u>one</u> best describes why you are choosing the Police as a career:	<input type="checkbox"/> Challenge ⁽¹²⁷¹⁾ <input type="checkbox"/> Job Security ⁽¹²⁷²⁾ <input type="checkbox"/> Diversity of Work ⁽¹²⁷³⁾ <input type="checkbox"/> Salary & Conditions ⁽¹²⁷⁴⁾ <input type="checkbox"/> Other ⁽¹²⁷⁵⁾	
a. If other, please specify:	

**Section 14 – Integrity Check
Authority/Disclaimer (Use of Personal Information)**

To: Commissioner of Police

From:

(Surname / Family Name)

(Given Names In Full)

I confirm that I have applied for an appointment with the Western Australia Police and acknowledge that as a prerequisite of appointment, I agree to undergo an integrity check to ascertain my suitability for that appointment.

I hereby consent to the Commissioner of Police and/or his authorised agent to cause whatever enquiries are considered necessary by the Commissioner of Police and that after such enquiries, report on:

- My suitability for appointment to, or within the Western Australia Police;
- My character and/or reputation, and any known and/or suspected criminal and/or improper activity, and associates, antecedents or circumstances of myself; and

I also give consent to my previous/current employer(s) and/or any other person of interest to release any personal information about myself to the Commissioner of Police and/or his authorised agent to enable discussions to be conducted in confidence between the Commissioner of Police and/or his authorised agent and the person releasing the information relating to the integrity evaluations. I further permit these persons to give information and opinions to the Western Australia Police about me in any form or kind including documents for the purpose of evaluating my suitability for appointment. I also accept that these views shall remain confidential unless the person/s or entities giving and/or affected by such views have expressed consent to enable third party disclosure.

I hereby release and waive all rights, actions, tort suits or claims which may prevent, or arise from (whether directly or indirectly) the deliverance and disclosure of such information to or by the Western Australia Police, and the use of such information by the Western Australia Police in determining my merit for appointment as a police recruit. This release and waiver may be pleaded in bar to any action, claim, tort or proceedings, commenced or now taken or which hereinafter may be taken by me in any jurisdiction which relates to the release, delivery of such information to the Western Australia Police or the use of such information by the Western Australia Police in the determination of my merit, including my character or reputation, for appointment as a police recruit.

(Applicant's signature): (Date):

Section 15 – Declaration of Statement to the WA Police

I declare that the statements I have made and the information I have given are true to the best of my knowledge and belief. I have not withheld any relevant information required by this application, or made any false or misleading representation. I acknowledge that and if I have knowingly or wilfully given false or misleading information or have withheld any information, it could result in 1) rejection of my application; 2) legal proceedings against me; and 3) dismissal after appointment. I further acknowledge that I am accountable and responsible for any expense, cost or fee, which may be incurred by me during the various examinations, evaluations and assessments.

(Applicant's signature): (Date):

Thank you for your interest in becoming an officer in the Western Australia Police. The Western Australia Police is seeking people of the highest calibre, prepared to take on the responsibilities and challenges of police work. The Western Australia Police is an equal opportunity employer. We protect and serve a diverse multicultural society and it is our aim to represent all sectors of that society.

We train our recruits thoroughly during a six-month Academy course before they venture into the work place. We prepare them to cope with all the challenges of police work, in particular, the unexpected. Once in the work place, police officers are required to display outstanding qualities such as integrity, commitment, dedication and pride in this difficult, demanding and sometimes dangerous work.

We wish you all the best.

Police Recruiting Branch

SUPPLEMENTARY INFORMATION

(Must be included with application form)

NAME:	DATE OF BIRTH:
ADDRESS:	

Referee Details – A total of four referees are required. Details of at least three personal referees must be included below. The fourth referee can either be your current workplace supervisor or another personal referee (the supervisor is optional). *NB Written references are not required.*

Referees must:

- Not be a blood relative;
- Not be married to, or in a de-facto relationship with the applicant;
- Be of good character and repute;
- Not be currently applying for a position within the Western Australia Police; and
- It is also desirable that referees come from diverse backgrounds and only one is from the same environment.

Referee Details (PLEASE USE BLOCK LETTERS)

Surname	Given Names In Full	Occupation	Work Phone	Home Phone	Mobile No

THE FOLLOWING DOCUMENTS WHERE APPLICABLE MUST ALSO BE SUBMITTED WITH THE APPLICATION.

NB: Penalties apply for the use of forged certificates or any false representations.

			Office Use Only	
			N/A	APP
1	Original (Full) Birth Certificate i.e. Should include parents' details.	Yes / No		<input type="checkbox"/>
2	Naturalisation / permanent residency / passport / document (if applicable).	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
3	Change of name documentation (if applicable).	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
4	Service discharge (if applicable).	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
5	'C' Class (manual) Motor Driver's Licence or equivalent.	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of Year 10 completion or equivalent e.g. School report, Trade papers etc.	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
7	Two recent original colour photographs of passport size (Print names on the rear of each).	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS

Applicants have 90 days from lodging their application to submit the following item:

1	Current Senior First Aid Certificate (valid for 3 years from attaining certificate).	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
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Please note: The applicant must sign the following declaration in the presence of either a:

1. Police Officer;
2. Justice of the Peace; or
3. Staff attached to the Police Recruiting Branch.

I declare that the contents and information contained in all forms submitted are true and correct to the best of my knowledge and belief.

Applicant's Signature: Date:...../...../.....

Witnessed by (signature): ID Number: Date:...../...../.....

Witnessed by (Print Name):

APPLICANT'S CHECK LIST

The check list is included to assist applicants in avoiding the sometimes lengthy delays or rejection that may occur as a result of the submission of incorrect or incomplete applications.

It is recommended that applicants make use of this check list prior to any attempt to lodge an application.

1. Have you ensured that you satisfy the minimum requirements for employment as a Police Officer?

YES NO

2. Have you completed the application in full?

YES NO

3. Have you signed and dated the application form in both sections 14 and 15?

YES NO

4. Have you completed the Supplementary Information form in full?

YES NO

5. Can you supply all applicable supplementary documents as described in the Supplementary Information form?

YES NO

6. Have you ensured that you are able to submit a certificate of achievement for the Senior First Aid prerequisite within the required timeframe?

YES NO

Thank you.

Police Recruiting Branch
Recruitment Centre
WA Police Academy
81 Lakeside Drive
JOONDALUP WA 6027

Ph: (08) 9301 9607

Fax: (08) 9301 9605

E-Mail: police.recruiting@police.wa.gov.au

Web: www.stepforward.wa.gov.au