



# WESTERN AUSTRALIA POLICE FORCE

## APPLICATION FOR EMPLOYMENT AS A POLICE OFFICER

### READ CAREFULLY PRIOR TO COMPLETING THIS APPLICATION

Please ensure you satisfy the minimum requirements for employment as a Police Officer:

- Australian or New Zealand Citizen or Permanent Resident of Australia.
- 18 years of age.
- Currently hold a valid manual 'C' or automatic 'C-A' class motor drivers licence or equivalent, with no more than 8 demerit points at the time of application (provisional licences are acceptable).
- Please refer to [www.stepforward.wa.gov.au](http://www.stepforward.wa.gov.au) for details of Vision and First Aid requirements.
- If you are currently bankrupt you are not eligible to apply until you are discharged from bankruptcy.

### APPLICATION INSTRUCTIONS

- This application form must be completed by the person applying for employment.
- BLOCK PRINT all details clearly and legibly in your own handwriting.
- Indicate with a cross in the correct box. For example if your answer is "YES", indicate as  YES  NO
- 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). **Applicants are to declare all convictions.**
- **All sections must be completed.** If the item is "Not Applicable" – enter N/A.

### SECTION 1 - PERSONAL DETAILS

SURNAME: .....

GIVEN NAME/S: .....

DATE OF BIRTH: ...../...../.....      AGE: .....

RESIDENTIAL ADDRESS: .....

..... POSTCODE: .....

POSTAL ADDRESS: .....

..... POSTCODE: .....

TELEPHONE: (HOME) ..... (MOBILE) .....

(WORK) .....

EMAIL ADDRESS: \_\_\_\_\_

(Police Recruiting will send all correspondence to this email address).

### OFFICE USE ONLY

Application Received ON ____/____/____ BY PD _____	Applicant Number: <div style="border: 2px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>
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## SECTION 2 - PLACE OF BIRTH AND CITIZENSHIP

What is your place of birth? City/Town: .....

State: ..... Country: .....

If not a resident of Australia all your life, date of arrival in Australia: ...../...../.....

Are you an Australian Citizen?  YES  NO

If no, where do you hold citizenship? .....

Do you have permanent Australian residency status?  YES  NO

## SECTION 3 - DIVERSITY

We welcome applications from diverse communities and value a diverse and culturally rich workforce.

We encourage you to indicate if any of the following apply:

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander

What language do you mainly speak at home: .....

What language were you mainly schooled in: .....

## SECTION 4 - EDUCATION AND QUALIFICATIONS

Specify the highest education level (or equivalent) that you have completed:

Year 10  Year 11  Year 12  Year 12 WACE/TEE  TAFE/Cert/Dip  University

Name of completed course/s of study: .....

## SECTION 5 - EMPLOYMENT HISTORY

Are you currently employed?  YES  NO

Present, or last job role or occupation: .....

Present, or last employer (company name): .....

Date from: ...../...../..... Date to: ...../...../.....

Brief details of your duties: .....

.....

**Details of employment held for the last 10 years:** (If required, please provide further information on the Continuation Sheet – Section 14).

Job Role	Employer (Company Name)	Date from	Date to	Reason for leaving

**Have you ever had your employment terminated or left any employment under adverse circumstances?**

YES       NO      (If yes, please provide further information on the Continuation Sheet – Section 14).

**SECTION 6 - POLICING SERVICE HISTORY**

**Have you previously applied to join the WA Police Force?**       YES       NO  
(Go to Section 7)

• If yes, date of previous application: ...../...../.....

**Have you ever been a member of any police service in Australia or overseas?**       YES       NO

**Are you currently a serving member with any police service?**       YES       NO

**If you are currently a serving member or have ever been a member of any police service:**

- Which police service are/were you serving with? .....
- Rank or classification: ..... Service Number: .....
- Date commenced: ...../...../.....
- Which unit/section are/were you attached to? .....
- Cessation date (if applicable): ...../...../.....
- Reason for cessation:.....

(If you have served with more than one police service, please provide further information on the Continuation Sheet - Section 14).

**As a member have you ever been disciplined or formally charged with any offence/incident by any police service?**

YES       NO      (If yes, please provide further information on the Continuation Sheet – Section 14).

## SECTION 7 - DEFENCE FORCE HISTORY

Have you ever been a member of any defence force in Australia or overseas?  YES  NO  
(Go to Section 8)

Are you currently a serving member with any defence force?  YES  NO

If you are currently a serving member or have ever been a member of any defence force:

- Which defence force are/were you serving with? .....
- Rank or classification: ..... Service Number: .....
- Date commenced: ...../...../.....
- Which unit/section are/were you attached to? .....
- Cessation date (if applicable): ...../...../.....
- Reason for cessation: .....

(If you have served with more than one defence force, please provide further information on the Continuation Sheet – Section 14).

As a member have you ever been disciplined or formally charged with any offence/incident by any defence force?

YES  NO (If yes, please provide further information on the Continuation Sheet – Section 14).

## SECTION 8 - MARKET RESEARCH

Please specify your current or most recent employment sector:

- Police  Defence Force  Government  Business & Admin  Trade  
 Student  Sales & Marketing  Other

Please indicate which recruiting advertisements have influenced your decision to apply to Western Australia Police Force (select all that apply):

- Internet  Online Video  Social Media  StepForward Website  Radio  
 Television  Newspaper  Billboards  Gyms/Health Clubs  Other

Please specify: .....

Have you attended a Recruit Information Session?  YES  NO

## SECTION 9 - BANKRUPTCY

Are you currently declared bankrupt?  YES  NO  
(NB - you are not eligible to apply if you are currently declared bankrupt).

Have you been declared bankrupt in the past?  YES  NO  
If yes, you are required to provide evidence that you have been discharged from Bankruptcy. You are also required to attach a Statutory Declaration detailing:

1. The circumstances that led to bankruptcy.
2. The total amount of debt with the details of any garnishment of lien on chattels, salary or income.
3. At the time of discharge from bankruptcy, the total amount of debt outstanding.

**SECTION 10 – BODY ART & MODIFICATIONS**

Do you have any tattoos that may be visible when wearing a short sleeve shirt including those located on the neck, face or hands?

YES       NO

If yes, complete the following table and provide photographs of each tattoo visible. **The photographs must be clear, up close and taken whilst wearing a short sleeve shirt.** If you have a tattoo that wraps around your arm please ensure you take photographs showing the tattoo from the front, side and back of the arm.

Location	Meaning of Tattoo	Print any words and include translations (if applicable)

If you require additional space to list your tattoos please provide this information on the Continuation Sheet – Section 14.

**Please note:** After submitting your application, any additional tattoos, body art and modifications need to be assessed and approved. Please ensure you notify Police Recruiting Branch and provide clear photographs and a description.

Do you have any visible spacers or piercings?

YES       NO      (if yes, provide further information on the Continuation Sheet – Section 14 and attach clear photos of any visible spacers)

**SECTION 11 - REFEREES**

**Applicant Name:** .....

**Name and contact details of two work referees are required.** If referees are not available, please detail your situation in this regard on the Continuation Sheet – Section 14. (Written references are not required).

**Are you self-employed?**       YES       NO

Referees must:

- Be a direct line manager or supervisor at your current or most recent place of work (not a colleague).
- Be able to comment on your prior policing performance (if you are applying as an officer from another police service or as an officer reengaging with Western Australia Police Force).
- Not be a blood relative.
- Not be married to, or in a de-facto relationship with you.

**Referee Details:**

1. Name: .....

Job Title: .....

Company Name: .....

Contact Number: .....

Email Address (required): .....

2. Name: .....

Job Title: .....

Company Name: .....

Contact Number: .....

Email Address (required): .....



**PERSONNEL SECURITY VETTING UNIT**

**CONSENT FOR INTEGRITY CHECK**

**READ CAREFULLY PRIOR TO COMPLETING**

- To prevent delays in your recruitment process, all questions **must** be answered.
- While a criminal record or adverse disclosure does not necessarily disqualify you as an applicant, failing to truthfully answer the following questions may invalidate your application.
- When answering “YES” to a question, please provide further details as required – use the continuation sheet in Section 14, ensuring the relevant question number is referenced.

**SECTION 12 - BIOGRAPHICAL DATA**

Surname (family name):				
Given Names:				
Date Of Birth: (dd/mm/yyyy)	/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male	
Have you ever used or been known by any other name, alias or nickname?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' please provide full name/s, date and reason for name change	Full Name: _____ Reason for change of name or other name being used: Date of change or period when name used:		
Residential Address:				
Home Phone:		Mobile:		
Email Address:	Work Email			
	Personal Email			
Place Of Birth:	City/Town	State	Country	
Current Citizenship/Visa Status:				
Current Driver's Licence: <input type="checkbox"/> Manual <input type="checkbox"/> Automatic	Where Issued	When Issued	Licence Number	Probationary Expiry Date
Other/Previous Driver's Licence: <input type="checkbox"/> Manual <input type="checkbox"/> Automatic	Where Issued	When Issued	Licence Number	Probationary Expiry Date
Current Employer:	Employer/Company Name		Employer/Company Address	
Current Job Role/Occupation:				
List Your Social Networking Accounts (please provide further information on the Continuation Sheet – Section 14):	Site	User Name		
	Site	User Name		

List names, date of birth & relationship (to you) of all persons over 18 residing with you: (e.g. John Smith, 14/03/1953, father)	Full Name	Date of Birth	
Have you ever lived in any other state/s or territory/s of Australia other than Western Australia?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide brief details including date from and date to.		
Have you ever lived in any other country other than Australia for more than 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide brief details including date from and date to.		
List all your temporary and permanent residential addresses for the past 5 years, including all addresses within Australia and overseas. Ensure there are no gaps in date history and no post office box addresses.	Address	Date From	Date To

### SECTION 13 - INTEGRITY DECLARATION

1. Have legal proceedings ever been instigated against you, in Australia or overseas, in relation to Criminal Court/Traffic Court/Defence Force Tribunal, other?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
2. Have legal proceedings ever been instigated against you, in Australia or overseas, in relation to Civil Court?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
3. Have legal proceedings ever been instigated against you, in Australia or overseas, in relation to Children's Court/Juvenile Justice Team?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
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 If 'YES' provide full details including dates	



5. Have you ever been issued with a Juvenile Caution, Drug Diversion or Move-on notice?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
6. Have you ever been named in a restraining, domestic and /or Police Order or equivalent?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
7. Do you currently have any court matters pending against you - in Australia or overseas?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
8. Have you ever, in Australia or overseas, had any contact with the Police as a victim, complainant or in any other capacity, apart from as the subject of an investigation?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
9. Have you ever been investigated by any Police, Law Enforcement, Defence Force, Government Department (Federal, State, Local), or other agency either in Australia or overseas?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates	
10. Have you ever had your driver's licence suspended or cancelled for any reason, either within Australia or overseas?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details including dates, offence type/s and state/country	
11. Do you associate with any person known or thought to be involved in any criminal activity? (Includes, but is not limited to, family, friend, relative, neighbour, business partner, or someone you train, play sport or socialise with etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details	
12. Is there anything in your lifestyle or background that could be deemed a conflict of interest or contrary to the reputation or values of the WA Police Force? (Includes, but is not limited to, business interests, associations, employment, club/ organisation memberships, personal conduct, social networking, overseas connections etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details	
13. Is there any other information relevant to your integrity check assessment?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' provide full details	

**SECTION 14 - CONTINUATION SHEET**

Section or Question Number	Details

*If further information is required, please duplicate page.*

**SECTION 15 – INTEGRITY CHECK AUTHORITY/DISCLAIMER - Use of Personal Information**

To	Commissioner of Police		
From	Given Names (in full)	Surname / Family Name	Date of Birth

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

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

- report on my character and/or reputation, and any known and/or suspected criminal and/or improper activity, and associates, antecedents or circumstances of myself; and
- provide an opinion on my suitability for appointment to, or within, the Western Australia Police Force.

I also give consent to my previous/current employer(s) and/or any other person or entity 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 or entity releasing the information relating to the recruitment process including integrity evaluations. I further permit these persons or entities to give information and opinions to the West Australian Police Force 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 persons 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 Force, and the use of such information by the Western Australia Police Force in determining my merit for appointment. 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 or delivery of such information to the Western Australia Police Force or the use of such information by the Western Australia Police Force in the determination of my merit, including my character or reputation, for appointment.

I acknowledge that the integrity check conducted on me by the Western Australia Police Force may include checking relevant information about any person associated with my integrity check assessment.

Applicant's signature	Date

**SECTION 16 – DECLARATION OF STATEMENT TO THE WA POLICE FORCE**

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 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

## SECTION 17 - APPLICANT CHECK LIST

**Have you completed the application in full?**  YES  NO

The application will not be progressed if all sections of the application have not been completed.

**Have you signed and dated the application form?**  YES  NO

**Have you provided certified copies of all supplementary documents?**  YES  NO

- Full Birth Certificate must contain parents' details. *Please note matriculation and birth extracts are not acceptable. Applicants with prior refugee status may provide a travel document.*
- Naturalisation / permanent residency / passport (if applicable).
- Change of name documentation (if applicable).
- A recent original, colour, photograph (35mm x 50mm approx) (print your name on the back of the photograph).
- Current First Aid Certificate – (*HLTAID003 Provide First Aid*) (applicants have 90 days from lodging their application to provide a certified copy).
- 'C' Class (manual) or 'C-A' Class (automatic) Motor Driver Licence or equivalent (certified copy of MDL not applicable for Australian applicants).
- Traffic history if you have resided in ACT, Northern Territory, Victoria and/or South Australia (please refer to [www.stepforward.wa.gov.au](http://www.stepforward.wa.gov.au))
- Defence Service Discharge (if applicable). *It is not a requirement for current serving members of the Australian Defence Force to apply for discharge upon submission of application or during the recruitment process.*
- A clear photograph of any tattoo/s visible when wearing a short sleeve shirt (if applicable). If the tattoo is a sleeve we require pictures of the full tattoo wrapping around the arm. Include a description of each tattoo including information regarding the extent, size, location and translation and/or meaning of any words. The photographs are not required to be certified.

The above documents **must** be submitted with your application in order for your application to progress.

Please notify Police Recruiting [police.recruiting@police.wa.gov.au](mailto:police.recruiting@police.wa.gov.au) of any change to your address or contact details.

## SECTION 18 - SUBMITTING THE APPLICATION

Please select one of the following options to submit your application:

### Mailed Applications

- Photocopy the documents required as listed on the Applicants Checklist.
- Present the originals and photocopied documents to a **qualified person** to be certified. (Please visit the [www.stepforward.wa.gov.au](http://www.stepforward.wa.gov.au) website for a full list of **qualified persons**).
- Forward the certified copies to Police Recruiting with the application form.
- Retain the originals.

### Hand Delivered Applications

- Photocopy the documents required as listed on the Applicants Checklist.
- Present originals and photocopied documents to Police Recruiting. Originals will be sighted, certified and returned to you.

### Emailed Applications

- Photocopy the documents required as listed on the Applicants Checklist.
- Present the originals and photocopied documents to a **qualified person** to be certified. (Please visit the [www.stepforward.wa.gov.au](http://www.stepforward.wa.gov.au) website for full list of qualified persons).
- Scan and email the application form and all certified documents to [police.recruiting@police.wa.gov.au](mailto:police.recruiting@police.wa.gov.au). The application form and certified documents must be scanned as one document in PDF format with your surname and first name in the subject line EG SMITH John WA Police Force Application.

### Police Recruiting Address and Contact Details

Police Recruiting  
Recruitment Centre  
WA Police Academy  
81 Lakeside Drive  
JOONDALUP  
Western Australia 6027

Phone: (08) 9301 9714  
Fax: (08) 9301 9747  
Email: [police.recruiting@police.wa.gov.au](mailto:police.recruiting@police.wa.gov.au)  
Website: [www.stepforward.wa.gov.au](http://www.stepforward.wa.gov.au)