



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 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:

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 and/or Torres Strait Islander
- Culturally and Linguistically Diverse (CaLD)*
- Maori or Pacific 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:

.....

*CaLD - People born in countries which have been categorised by the Australian Bureau of Statistics as mainly non-English speaking countries (excludes Australia, Canada, England, Ireland, New Zealand, Northern Ireland, Scotland, South Africa, United Kingdom, United States of America and Wales).

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. Most recent supervisor from a policing jurisdiction

Name:

Job Title:

Company Name:

Contact Number:

Email Address (required):

2. Most recent work supervisor (if different to referee 1)

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			
Email Address:	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	Relationship to you
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 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, passport compliant photograph (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)
- 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 of any change to your address or contact details.

SECTION 18 - SUBMITTING THE APPLICATION

Applications and supplementary documents will only be accepted by email:

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 website for full list of qualified persons).
- Scan and email the application form and all certified documents to 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 Contact Details

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



Recognition of Prior Service Application

Section 1 – Personal details

Surname		
Given names		
Address		
Telephone	Mobile	
Email		

Prior service	<input type="checkbox"/> WA Police Force Officer
	<input type="checkbox"/> Police Officer (Australian or New Zealand jurisdiction)
	<input type="checkbox"/> Police Officer (Compatible overseas jurisdiction including United Kingdom, Republic of Ireland)

Supporting documents		
The following documents from your previous service (excluding WA Police Force service) must be attached.		
Service History attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Overseas Deployment History attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sick Leave / Career Breaks History attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Performance Reports attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complaint History attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are unable to access your complaints history you must provide an email address for the appropriate department in your organisation.		

Applicant declaration	
<ul style="list-style-type: none">The provision of false or misleading information will result in the rejection of recognition of prior service and your application for engagement with the Western Australia Police Force.The applicant is responsible for providing all information and documentation requested. Failure to do so will result in the rejection of recognition of prior service.	
I (print name) _____	
declare that the information and evidence provided in this application is true and correct and given with the informed consent of past and/or present supervisors. I have complied with copyright laws in the production of this evidence.	
Signature	Date

Section 2 – Prior service details

Organisation				
Country				
Dates of service	to	Length of service (A)	years	weeks
Rank attained				
Date rank attained				

Service Breaks (To be confirmed and verified upon receipt of documentation)

Total (in weeks/days)	
Unpaid leave exceeding two consecutive weeks (14 consecutive calendar days)	_____
	Total Leave (B) _____ days _____ weeks
Overseas deployment	_____
	Total deployment (C) _____ days _____ weeks
Career breaks	_____
	Total career breaks (D) _____ days _____ weeks

Previous Service (only complete years recognised)

Length of service (A)	_____	years	_____	weeks
minus				
Total service breaks (B)+(C)+(D)	_____	weeks	_____	days
equals				
Total service claimed	_____	years	_____	weeks

Work history (other than Police), Qualifications or Current Study

Occupation				
Dates of employment	to	Length of employment	weeks	years
Qualifications obtained and date				
Current courses enrolled in				

Section 3 – Capabilities

In the 24 months prior to leaving your policing jurisdiction, have you	No	Yes
Executed an arrest?	<input type="checkbox"/>	<input type="checkbox"/>
Given evidence in court?	<input type="checkbox"/>	<input type="checkbox"/>
Prepared documents for presentation in court?	<input type="checkbox"/>	<input type="checkbox"/>
Processed persons (<i>as the custodian</i>) entering or being held in custody?	<input type="checkbox"/>	<input type="checkbox"/>
Dealt with cultural issues?	<input type="checkbox"/>	<input type="checkbox"/>
Video recorded offender interviews (evidence)?	<input type="checkbox"/>	<input type="checkbox"/>
Taken / prepared witness interviews and taken statements (evidence)?	<input type="checkbox"/>	<input type="checkbox"/>
Attended domestic violence complaints?	<input type="checkbox"/>	<input type="checkbox"/>
Conducted (as the principal investigator) criminal investigations?	<input type="checkbox"/>	<input type="checkbox"/>
Performed a victim support role?	<input type="checkbox"/>	<input type="checkbox"/>
Attended traffic crashes?	<input type="checkbox"/>	<input type="checkbox"/>
Performed traffic stops on vehicles of interest?	<input type="checkbox"/>	<input type="checkbox"/>
Performed roadside breath / drug testing (<i>cross out if not applicable</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried handcuffs in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried pepper spray in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried a straight baton in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried an extendable baton in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried a semi-automatic pistol in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried a revolver in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried a long arm firearm in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Used or carried an electronic control device (stun gun) in the course of your duties?	<input type="checkbox"/>	<input type="checkbox"/>
Driven a police vehicle under emergency situations by exceeding the speed limit with lights and siren activated?	<input type="checkbox"/>	<input type="checkbox"/>
Performed mobile patrols – vehicle / foot (<i>cross out if not applicable</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
Performed general police duties?	<input type="checkbox"/>	<input type="checkbox"/>
Dealt with an application for, inquired into or issued firearms licences?	<input type="checkbox"/>	<input type="checkbox"/>
Received, recorded and returned (or disposed of) property?	<input type="checkbox"/>	<input type="checkbox"/>
Responded to emergency / disaster incidents (Emergency Management)?	<input type="checkbox"/>	<input type="checkbox"/>
Attended / inquired into a sudden death (<i>cross out if not applicable</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
Conducted a sudden death notification?	<input type="checkbox"/>	<input type="checkbox"/>
Performed preservation tasks in respect of a crime scene?	<input type="checkbox"/>	<input type="checkbox"/>

Supervisory experience		
Have you performed a supervisory role (formally appointed)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what is the highest number of persons you supervised?		
What is the longest period you conducted supervisory duties?		

