

**APPLICATION FOR ASSISTANT CHIEF CONSTABLE**

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| **SECTION 1: PERSONAL DETAILS** | | | | |
| **DETAILS OF APPLICANT** | | | | |
| **Forename(s)** |  | | | |
| **Surname (s)** |  | | | |
| **Current Organisation** |  | | **Date Appointed** |  |
| **Current Rank** |  | | **Service in Rank** |  |
| **Current Post** |  | | **Service in Post** |  |
| **Division/Department** |  | | **Total Service** |  |
| **Home Address** |  | | | |
| **Postcode** |  | | | |
| **Telephone Numbers** | **Home:** |  | | |
| **Mobile:** |  | | |
| **Work:** |  | | |
| **E-mail address** |  | | | |
| **Current Security Clearance (Vetting) Level and expiry date** |  | | | |

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| **Do you have a disability (as defined in the Equality Act) for which you require reasonable adjustments to any part of the selection or appointment process?**  **Yes \***  **No**  (\* If ‘Yes’ you will be contacted following receipt of your application by the Scottish Police Authority) |

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| **SECTION 2: CAREER HISTORY** | | | |
| **Please list details of previous three posts – most recent post first. Additional relevant experience out with these posts that you wish to be considered can be included below.** | | | |
| **Date** | | **Force** | **Rank** |
| **From** | **To** |
| **Brief description of role and responsibilities, including key achievements (max 500 words):** | | | |
| **Date** | | **Force** | **Rank** |
| **From** | **To** |
| **Brief description of role and responsibilities, including key achievements (max 500 words):** | | | |
| **Date** | | **Force** | **Rank** |
| **From** | **To** |
| **Brief description of role and responsibilities, including key achievements (max 500 words):** | | | |
| **Additional relevant experience (max 500 words):** | | | |
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| **SECTION 3: EDUACATIONAL AND PROFESSIONAL DEVELOPMENT** | | | |
| **1. Please describe how you meet the essential requirements for this post.** | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Please include educational qualifications you consider relevant to the role.** | | | | | | | **Name of University/College or correspondence courses taken** | **Subject/ Discipline** | | **Level of Qualification achieved** | | **Date Completed** | |  |  |  | |  | | |  |  |  | |  | | |  |  |  | |  | | |  |  |  | |  | | |  |  |  | |  | |  |  |  |  | | --- | --- | --- | | **Please list any Learning and Development Programmes or Courses attended that you consider relevant to the role.** | | | | **Programme / Course Title** | **Summary of content** | **Date**  **Completed** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |

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| **SECTION 4: PERSONAL VALUES STATEMENT**    **The Police Scotland Values by which we work are Fairness, Integrity, Respect and Human Rights.**  **Maximum 500 words** |
| **Please provide a statement about what these values mean to you and how you apply them in your daily work.** |
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| **SECTION 5: READINESS SELF ASSESSMENT**  **Maximum 1,000 words** |
| **Please provide a statement that demonstrates to the Selection Panel your readiness for the role of ACC within Police Scotland. Please use the competencies within the Competency and Values Framework to support your response. Include information that would allow the panel to assess your experience to date and the steps you have taken to ‘get ready’ for this role.** |
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| **SECTION 6: DISCLOSURE** |
| **Please disclose any outstanding complaints, criminal convictions, investigations or disciplinary proceedings being carried out in relation to your conduct. It is your responsibility to check all appropriate routes through which these matters may be reported. In addition, please disclose previous disciplinary offences that remain live. (Please note that relevant checks will be carried out prior to confirmation of appointment of the successful candidate).** |
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| **Please give details of any relationships to Members/Officers of Police Scotland or the Scottish Police Authority. (Answer ‘none’ if no relationship exists).** |
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| **Please give details of two occupational referees (one to be your current line manager) below including relationship and contact details of address, telephone number and email address.** | | |
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| **COMPLETED BY** | | |
| **Print Name:** | |  |
| **Date:** | |  |
| **SECTION 7: DECLARATION** | | |
| By placing a cross in the above box, I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that my appointment could be terminated if it transpires that I have concealed any material fact. | | |
| **Name:** |  | |
| **Date:** |  | |

**Privacy Notice**

This notice is to advise you of how your personal information will be processed by the Scottish Police Authority (SPA) and your rights in relation to that processing.

This notice covers personal information processed under Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR).

The SPA is the controller of your personal information and is the authority that decides the purposes for which your personal information will be processed.

The SPA can be contacted at 1 Pacific Quay, Glasgow, G51 1DZ.

The purpose of processing your personal information is to assess your suitability for appointment to the role of Assistant Chief Constable of Police Scotland.

The processing is necessary for compliance with a legal obligation to which the SPA is subject, i.e. Section 7 of the Police and Fire Reform (Scotland) Act 2012.

Your personal information will be shared with appropriate personnel of:

* The Scottish Police Authority (SPA)
* Members of the selection panel including Her Majesty’s Inspectorate of Constabulary in Scotland (HMICS)
* Police Service of Scotland (PSoS)
* The Scottish Government (SG)

Should your application be successful, information regarding your health will be requested from you and passed to the Chief Medical Officer of the SPA (the post of which has been outsourced to Optima Health) who will assess your fitness for the appointment. Information will also be requested from you to carry out the necessary vetting.

Your information will be retained in accordance with the Police Service of Scotland Record Retention Standard Operating Procedures (SOP). If you would like to view this SOP please contact Jackie. Kydd@spa.pnn.police.uk

**Your Rights**

You have certain rights in relation to how we process your personal information. These are listed below.

1. **Right of access** – this is called making a subject access request.

This means that you are entitled to, amongst other things, a copy of the information we hold on you, although there are exceptions to this. For further information and details on how to make a subject access request please contact the SPA’s Information Management Team on 01786 896888.

1. **Right to rectification**

We must correct without delay, any personal information we hold about you which is not accurate. If you think anything is wrong, you should contact us by post or e-mail. There are exceptions to when we have to correct the information, and you will be advised if we have to apply them. If it is not possible to establish the accuracy of the personal information, we will restrict how we process it, for example restrict who can see your information, or who we disclose it to.

1. **Right to erasure or restriction of processing**

You have a right to request that we delete your personal information, but this will only be done when we are legally required to do so. On occasion it may be more appropriate to restrict how we process it, for example restrict who can see your information, or who we disclose it to.

If we refuse to carry out your requests in full under paragraphs 1, 2 or 3 above, you have the right to ask the Information Commissioner to check whether our decision is correct.

If you are unhappy in any way with how we have dealt with your information, you have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, through their website at <https://ico.org.uk/concerns/> or by telephone on 0303 123 1113.