Chief Inspector Application Form

- Applicants should only complete sections A, B & C of this form.
- Applicants must get section D completed by their first line manager and section E completed by their second line manager.
- Once sections A, B, C D & E have been completed the applicant must submit their application by 31 January 2020 (23:59).

Section A - Personal Details

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank:</td>
<td>Collar Number:</td>
</tr>
<tr>
<td>Area/Department:</td>
<td>Location:</td>
</tr>
</tbody>
</table>

Do you have a disability you wish us to know about at this stage? If yes, please provide further details.

In support of your application please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application.
**Section B – Eligibility Criteria**

Please confirm you meet the following criteria by ticking the relevant boxes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I have no live misconduct findings</td>
</tr>
<tr>
<td></td>
<td>I am not subject to the Unsatisfactory Performance Procedure (UPP) or the Unsatisfactory Attendance Procedure (UAP)</td>
</tr>
<tr>
<td></td>
<td>I have an up-to-date Performance Development Review (PDR)</td>
</tr>
<tr>
<td></td>
<td>I have set my objectives and the objectives of my direct reports</td>
</tr>
<tr>
<td></td>
<td>I have completed an honest conversation form which has been supported and submitted</td>
</tr>
</tbody>
</table>

**Section C – Competency and Values Framework for Policing (CVF) Evidence**

Please refer to the CVF for the values and key behaviours that fall under each area for up to and including level 2 – supervisor/middle manager. Your evidence must be limited to 400 words per competency area and should:

- Support your competence up to and including the appropriate level for the rank applying for
- Relate to recent and current events
- Relate to specific examples/incidents and not be general statements of your competence in an area
- Cover the specific situation, objectives, actions taken and results
- Demonstrate an understanding and application of the force (PROUD) values and commitment to equality, diversity & inclusion
Deliver, Support and Inspire

Maximum 400 words

Please provide evidence that demonstrates competence and effectiveness in this area as required for the role:
<table>
<thead>
<tr>
<th>Collaborative</th>
<th>Maximum 400 words</th>
</tr>
</thead>
</table>

Please provide evidence that demonstrates competence and effectiveness in this area as required for the role:
<table>
<thead>
<tr>
<th>Emotionally Aware</th>
<th>Maximum 400 words</th>
</tr>
</thead>
</table>

Please provide evidence that demonstrates competence and effectiveness in this area as required for the role:
Innovative and Open-minded

Please provide evidence that demonstrates competence and effectiveness in this area as required for the role:

Next, seek validation and support from your first line manager (completion of section D)
Section D – First line manager validation and support

Please validate this application and indicate your support for promotion

I **validate** this application and **support** this applicant as being ready for promotion to

Chief Inspector

I **do not support** this applicant for promotion to Chief Inspector

Please provide your rationale below

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay code Number:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Section E – Second line manager endorsement

Please indicate your support for this application:

I endorse the first line manager’s assessment of the application and **support** this applicant for promotion to Chief Inspector

I do not **support** this applicant for promotion to Chief Inspector

Please provide your rationale below

Name: 

Rank: 

Pay code Number: 

Date: 


Guidance for first and second line manager

This document provides first and second line manager guidance on the validating, supporting and endorsing arrangements to progress applications for those considered ready for promotion.

At the first stage of the assessment process, applicants must complete an evidence-based application form providing written evidence of their competence and effectiveness in four of the areas listed in the Competency and Values Framework (up to and including level 2 – supervisor/middle manager.

Applicants must then submit their completed application form to their first line manager. The first line manager will complete Section D of the application form to validate the information and will either support or not support the application. The first line manager should then return the application form to the applicant. The applicant will then submit their application form to their second line manager who will complete Section E – second line manager endorsement.

Once the form is fully completed, the applicant should submit their application to MFSS - via WCN - no later than midnight on Friday 1st February 2019.

FIRST LINE MANAGER

On the basis of the evidence provided in the application form and from your own experience of managing the applicant, you are asked to consider the following requirements to evidence your support:

1. To verify that the evidence provided is correct and represents a true and balanced reflection of the applicant.
2. To confirm that the applicant has demonstrated competence in their current rank.
3. To confirm that the applicant has clearly and consistently demonstrated the CVF Qualities up to and including level 2 – supervisor/middle manager.
4. To confirm that the applicant consistently demonstrates the Force values (PROUD) and commitment to equality, diversity and inclusion.
5. To confirm that you are unaware of any information that would preclude this applicant from applying for promotion.
6. To confirm that the applicant is immediately ready for promotion.

You will then be in a position to confirm whether or not you are able to support the application by completing Section D: First line manager validation and support of the Application Form. You will be required to submit the rationale for your decision.
SECOND LINE MANAGER

As the applicant’s second line manager you should:

- Read the application form and consider the information provided by both the applicant [Section A, B & C] and the first line manager [Section D].

- On the basis of the evidence provided in the application form and the assessment of the first line manager, it is your responsibility to verify whether or not the first line manager’s decision to support or not support the applicant is appropriate. If you have a difference of opinion, you must discuss this and seek to reconcile your differences wherever possible.

- You must then complete Section E: Second line manager endorsement.

Next stages

A short-listing panel will review all the applications and conduct the initial paper sift.

If the application is not successful at the paper sift stage, a member of the short-listing panel will arrange for the provision of feedback to the applicant.