



# EQUAL OPPORTUNITIES

## Policy Statement

Wiltshire Police is committed to the development and promotion of Equality of Opportunity. We have a clearly stated Equal Opportunities policy which seeks to promote fairness and equal treatment for all and to maintain the dignity of women and men at work.

We are committed to ensuring that no person receives less favourable treatment on the grounds of sex, marital status, colour, race, nationality, ethnic/racial/national origins, religious beliefs, sexual orientation, disability or age.

All staff are encouraged to promote good relations between colleagues and have an individual responsibility to ensure that their dealings with each other and with members of the public adhere to the principles and standards outlined in our Equal Opportunities Policy. Staff are encouraged to challenge any derogatory or discriminatory language or behaviour and/or to bring this to the attention of an appropriate Supervisor.

All Supervisors have a responsibility to ensure that they and their staff conform to the standards of behaviour set by the Force. They have a duty to act immediately to confront or challenge incidents of behaviour which go against those standards.

No member of staff will be victimised or subjected to personal, sexual or racial harassment.

Racist, sexist and homophobic language and behaviour is unacceptable and will not be tolerated.

Any member of staff who has a grievance concerning equality of opportunity is encouraged to seek a resolution through the Grievance Procedure. All complainants will be protected from victimisation by virtue of this Policy.



# DISABILITY DISCRIMINATION ACT 1995

## The Scope of the Act

The Disability' Discrimination Act 1995 which came into effect on 2<sup>nd</sup> December 1996, makes it unlawful to discriminate on grounds of disability both in the field of employment and in the provision of access to goods and services. In the area of employment, it also requires an employer **to make a 'reasonable adjustment' to premises or employment** arrangements, if these substantially disadvantage an employee or prospective employee, compared to a non-disabled person. Service providers must treat disabled people in the same way as they would treat other people, when offering or providing a service of facility. This may also mean that a service provider may have to make alterations to the way its service is provided by making reasonable changes to policies, practices or procedures, obtaining aids that will help the disabled person use their service or taking reasonable steps to remove or alter a feature of their premises that makes it difficult or impossible for a disabled person to use their service.

## What the Act means by Disability

The Act defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. This disability could be physical, sensory or mental (mobility, manual dexterity, physical co-ordination, speech, hearing or eyesight, learning disabilities and mental illness). Severe disfigurement is also classed as a disability. People who have a disability and people who have had a disability, but no longer have one, are also covered by the Act as are progressive conditions which initially have slight effect on day to day activity but are expected to become substantial i.e. Aids, Cancer, MS.

If an impairment is controlled or corrected by, for example, medication, or the use of artificial limbs or hearing aids, it is to be treated as if continuing to have the effect it would have had without the correcting agent. This does not apply to slight impairments which can be corrected by spectacles or contact lenses.

## What the Act means by 'Long Term'

The definition of long term effects include:

- have lasted at least 12 months; or
- are likely to last 12 months; or
- are likely to last the rest of the life of the person affected.

Long term effects include those which are likely to recur.

# WILTSHIRE POLICE AUTHORITY

## Guidance Notes for Police Staff on Completing an Application Form

### What is the purpose of the application form?

The purpose of the application form is to provide the employer with a background of the applicant, to enable them to assess the necessary skills and abilities required of the candidate to undertake the role. This assessment is by way of shortlist (*paper sift*).

As you will note, the information requested on the form is minimal in terms of personal information – sufficient to enable us to contact you etc. The form is designed to concentrate on your education/qualifications, training undertaken, employment and skills and abilities which make you, the applicant, suitable for the role for which you are applying.

### What happens with my application form?

On completion and submission of your application form, it is collated until the closing date of the vacant post is reached. Upon reaching the closing date, all application forms (excluding personal details) are forwarded to the line manager of the relevant department for shortlist (*paper sift*) by a panel of at least two members.

### How is the shortlist (*paper sift*) carried out?

The shortlist panel selected 6 competencies taken from the job description which are detailed in the attached '*Notes on Competency Evidence*'. These competencies are selected firstly on importance to the role and secondly accessibility from an application form e.g. previous experience can be assessed from an application form, where verbal communication skills cannot (skills such as verbal communication will then be tested at interview). Each application form is then assessed against these criteria and candidates meeting the criteria will be selected for interview. However, should a high number of candidates meet the criteria, it may not be possible to interview this number, and the top scoring applicants will be selected for interview.

### What information should I include on the application form?

Firstly, you should read the job description thoroughly looking at the main skill areas to decide if you meet these criteria. If you **do not** meet the **desirable** criteria exactly, it may still be worth you applying – this may be an area that can be trained or developed. However, **only** candidates meeting the criteria deemed to be **essential** will be assessed/interviewed.

### **IMPORTANT – PLEASE READ**

Prior to completing the application form, consider each competency selected and provide your evidence **within the confines of each box** provided. Whenever possible, provide **SPECIFIC and DETAILED** examples of when you have demonstrated each competency e.g. to demonstrate organisational skills you may be able to detail a function or event that you were responsible for organising or a heavy workload that you were required to prioritise and how you did this. When deciding what to write, here are some example questions that you can ask yourself to ensure you are being specific enough (*however, they may not be appropriate for every competency*): What did I do? How did I do it? What was my particular contribution / role? Why did I approach it in a certain way? What was the outcome? **These examples must clearly show your approach; 'how' you tackled a competency e.g. simply stating that you are competent in this area does not demonstrate fully what you did, how and why and therefore does not provide sufficient evidence.** These examples of evidence need not necessarily come from your most recent/current experience.

### Who should complete this form?

All candidates for any police staff role within the Wiltshire Police Authority will be required to complete the application form. Internal applicants are also required to complete the application form and **should not** assume that skills, knowledge and experience are known to the panel, **FULL evidence must be given to demonstrate competence.**

**If you have any queries regarding this process, please do not hesitate to contact a member of the Recruitment Department on 0845 408 7000**