

# Frequently Asked Questions

## 1. How do I contact the Recruiting Team about my application?

All the answers that you need to know about your stage of the recruitment process are contained within this booklet. If you still have questions then you can email us at [policerecruit@southyorks.pnn.police.uk](mailto:policerecruit@southyorks.pnn.police.uk) and we will try to respond to you within 3 working days during normal office hours, Monday to Friday 9am – 5pm.

**Unfortunately, due to the volume of applications we will not be able to take telephone calls during the period the online assessment is open to applicants.**

## 2. I have a problem using the online assessment tool. Who shall I contact?

As this is a web-based assessment if you are experiencing difficulties, it may be associated with your own web browser capability. The minimum internet browser requirement to use during the assessment will be:

- ❖ Internet Explorer 7
- ❖ Firefox 3.6
- ❖ Google Chrome 8
- ❖ Safari 5 (Mac and PC)

Your browser should also have Javascript and Cookies enabled. You can also access a Help Menu within the assessment. Please note, the tool is not currently compatible for use on mobile devices or tablets, therefore please only attempt to access the system via a PC. If you are unable to find the answer within the help menu, then you can email [policerecruit@southyorks.pnn.police.uk](mailto:policerecruit@southyorks.pnn.police.uk)

## 3. I will be 18 after 1<sup>st</sup> February 2019. Can I still apply?

No. To be eligible to apply, you must be age 18 years or over by 1<sup>st</sup> February 2019.

There is no upper age limit for applying to the police services, but bear in mind that normal retirement age is 60 years and that new recruits are required to undertake a two-year probationary period.

## 4. When does the online application process start?

You will need to register your interest between 9.30 am on Monday 28<sup>th</sup> January 2019 and 23:55 pm on Friday 1<sup>st</sup> February 2019 to be considered for this campaign.

## 5. When does the online process finish?

This will vary according to the stage of the online assessment that you are at. You should refer to the table of key dates on pages 5, 6, 7 and 8 of this document.

**6. I have not received an email confirming if I have passed or failed?**

At the end of each element of the online process, you will receive an email from the Apollo system. If you have not received an email you should check your junk mail / filter settings in case the email/s get filtered by your spam software.

**7. I have a medical condition, does that prevent me from joining?**

It will depend upon the nature of the medical condition. We require that all our new officers undergo a medical assessment with our Occupational Health Support Unit. You will need to pass the medical assessment to be eligible to join.

**8. I have tattoos. Will this stop me becoming a Police Officer?**

Not necessarily. All tattoos and piercings must be in line with South Yorkshire Police's Appearance and Standards Policy. Photographs must be provided with your application where applicable.

Tattoos visible on your face, neck, hands or head are not permitted. Tattoos visible on your forearms or visible in an open collared/short sleeve are not considered appropriate for those in public facing roles and must be covered.

Any tattoos which could be deemed inappropriate or cause offence will also not be accepted.

If you have tattoos, you will need to make a declaration at the time of application. We will ask you to send in two digital pictures of each tattoo. **Please note that you must declare ALL tattoos, whether visible in uniform or not.**

(One distance photograph clearly showing where on the above body area the tattoo is located and a second close up photograph that we can use to assess this against our standards).

**9. I have piercings. Will this stop me becoming a Police Officer?**

You must not have any facial or tongue piercings, or any piercings which could impede your ability to perform the role.

**10. I am not a British citizen. Can I still apply to join as an officer?**

Yes. If you are a Foreign National or Commonwealth Citizen you must have leave to enter or leave to remain in the UK for an indefinite period. Most EEA and Swiss Nationals have the right to reside in the UK and so will not need to demonstrate this.

**11. Do I need a driving licence to apply?**

Yes, you will require a full manual UK/EU driving licence prior to registering your interest.

**12. I have a motoring offence(s). Can I still apply to become an officer?**

We will need to assess the motoring offences. However, if you have more than 6 penalty points on your driving licence and / or two or more motoring offences within the three years prior to the application date you may not be eligible to apply to join as a Student Officer.

**13. I have a criminal record. Can I still apply to become an officer?**

Eligibility will depend on the nature and circumstances of the offence. It is not possible to set out a full list of convictions that will preclude a person from becoming a Police Officer. Each case will be considered on its own merits, and if the offence is deemed sufficiently serious a person will be rejected irrespective of age at time of offending. There may be circumstances where an individual does not fall within the criteria, but whose suspected involvement in crime, or criminal associations make an offer of employment inappropriate.

**14. If I am successful in my application to become a PCSO or Special Constable, can I transfer to become a Police Officer?**

No, you would have to go through the official recruitment process like all other applicants in order to qualify as a Police Officer.

**15. I am a serving PCSO or Special Constable, can I transfer to become a Police Officer?**

No, you would have to go through the application stage as per the advert.

**16. I would like to become a Firearms Officer/Dog Handler/Detective/Air Observer etc – if my application is successful can I join the unit straight away?**

No. All newly recruited Police Officers must undergo a two-year probationary period, so you could not apply for any specialist posts until you have completed at least two years' service.

**17. Can you become a Police Officer if you wear glasses or contact lenses?**

As part of the recruitment process you will need to undergo an eye test. For further information please refer to the eligibility criteria in the guidance document.

**18. Can you become a Police Officer if you are colour blind?**

Those with colour blindness are eligible to become Police Officers, but would be restricted from fulfilling certain posts, such as Traffic Officer or Firearms Officer. If your colour blindness is monochrome, you would be unable to apply.

### **19. If I have a disability can I apply to become a Police Officer?**

We welcome applications from people with disabilities as defined by the Equality Act 2010 i.e. a person is disabled under this Act if they have a physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on their ability to carry out normal day to day tasks. If you consider yourself to have a disability, please inform us of the type of reasonable adjustments you might need to assist you in participating in the recruitment and selection process. We will try to make reasonable adjustments required where practicable.

### **20. Health**

Police Officers encounter stressful situations, trauma, physical confrontation and work long hours on shifts. They need to be resilient enough to cope with the demands and pressures of police work. Applicants must therefore be in good health mentally and physically to undertake police duties.

You will undergo a medical examination to ensure you meet the health standards required.

### **21. I have a medical condition but does that prevent me from joining?**

It will depend upon the medical condition. We require that all our new officers undergo a medical assessment with our Occupational Health Unit. You will need to pass the medical assessment to be eligible to join.

### **22. I have epilepsy. Can I still apply?**

You can still apply to become a Police Officer. We will look at each case on its merits and take guidance from our Occupational Health Unit.

### **23. I have diabetes. Can I still apply?**

You can still apply to become a Police Officer. We will look at each case on its merits and take guidance from our Occupational Health Unit.

### **24. I have a Body Mass Index of BMI of 33 can I apply? I am a body Builder and am fit and healthy?**

Yes you can apply, but you should make efforts to reduce weight before being assessed by Occupational Health staff. During your health assessment, other factors in addition to BMI will be considered. If appropriate, you will be offered advice on diet and lifestyle and your application may be placed on hold until such time as you have lost weight.

### **25. Is there a height restriction for Police Officers?**

No. There is no minimum or maximum height restriction

## 26. Can I work part time?

Police Officers can work part time, however the initial training course is 16 weeks in duration and full time. If you request part time hours as a student officer this would be agreed with your supervisor once posted to your operational police station. If a part time pattern is agreed the probationary period of 2 years will be extended on a pro rata basis to match the reduced average hours per week unless competence is demonstrated sooner.

## 27. Previous applications

You can only apply to one force at any one time.

## 28. How much will I be paid?

Our starting pay for Student Officers is detailed below. On appointment with no previous experience - **£20,370**

Those who are a current serving Special Constable or have previously served in the last two years, who have been signed off for independent patrol status or a PCSO (full-time or part-time) who has been in post for at least 18 months at the time of application and been assessed by your line manager as fully competent in the role - **£23,586**

The new pay scales for Police Constables is laid out below -

<b>Pay Point</b>	
0	20,370
1	23,586
2	24,654
3	25,728
4	26,802
5	28,947
6	33,267
7	39,150