



NT Police Constable Application Pack

Introduction

Congratulations on considering one of the most rewarding careers anyone can aim for.

This booklet has been developed to provide applicants with:

- further information about working for the Northern Territory Police, employment remuneration and conditions for Constables,
- a clear understanding of the criteria successful applicants will be required to meet, an understanding of the recruitment process,
- an overview of the NT Police Constable training, information to assist you with your initial application, and application forms for submission.

You are strongly encouraged to read this booklet carefully prior to completing the application.

You must make full disclosure, which includes all criminal and civil proceedings, all spent convictions, all traffic offences including traffic tickets and court appearances and all juvenile offences. Failure to disclose any information may result in your application not being processed or once appointed, the termination of your appointment.

Carefully read the Integrity Committee Assessment Guidelines on pages 32 - 37 in relation to criminal & traffic history to determine if your application is likely to proceed. If you have questions in relation to the integrity guidelines and how they might apply to you, please contact us for advice.

The information contained in the booklet is current at the time of printing. Processes and procedures are subject to change without notice. Please ensure that you use the most recent recruitment application pack when making your initial application. **To confirm that you have up-to-date information and forms, please call the Recruitment Office.**

If you have any questions about the information contained in this booklet, or require assistance, please contact the Northern Territory Police Recruitment Office.

Telephone: 1800 005 099

Facsimile: 08 89 223 436

Email: PFESRecruitment@pfes.nt.gov.au

Website: www.police.nt.gov.au

Completed applications should either be:

hand delivered to the Recruitment Office; or sent to - Northern Territory Police Recruitment

PO Box 39764

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Policing in the Territory

Policing in the Territory offers an experience unlike that of any Force in Australia. You can experience professional challenges, lifestyles, people and locations that cannot be found anywhere else. Working as a Territory Police Officer demands many skills and due to the Territory's vastness members are required to display leadership, initiative and resourcefulness to respond to incidents effectively.

While the Northern Territory is one of the smallest police forces in Australia, it is a modern professional organisation which forms part of a tri-service with *Fire* and *Emergency Services*, the only one of its kind in the country.

Working as a Territory Police Officer is more than just a job - it's a rewarding career and lifestyle choice.

Personal attributes

To meet the demands of these jobs, the Northern Territory Police are looking for people who:

- enjoy a varied and challenging career, have life experience and maturity, seek responsibility and make decisions,
- show initiative while accepting the scrutiny and accountability of working in a disciplined organisation,
- are compassionate and enjoy a multicultural atmosphere,
- are prepared to work closely with the Territory's residents and visitors, and have good communication skills.

It is important to note that members of the NT Police Force are required to serve in any geographical location within the Northern Territory where a Police presence is required.

Further information about the Northern Territory Police and policing in the Territory can be found on the internet at www.police.nt.gov.au



Overview of the Trainee Constable Program

The Trainee Constable Program is conducted at the Northern Territory Police, Fire and Emergency Services College situated at the Peter McAulay Centre in Darwin.

On graduation Trainee Constables in most cases will be posted to one of three major regional centres; Alice Springs, Tennant Creek or Katherine. Members of the NT Police Force are required to serve in any geographical location within the Northern Territory where a police presence is required. These appointments are made at the discretion of the Commissioner to address operational requirements.

Trainee and Probationary constable assessment is divided into four phases of approximately six months each:

- a) **Initial** - The Induction Training is approx. 30 weeks duration conducted at the NTPFES Training College. This phase provides the initial induction and instruction into the NT Police Force.
- b) **Primary** - During the evaluation and on-the-job training phase, trainees participate in initial evaluation and receive essential on-the-job training delivered by a senior general duties patrol partner. This phase may also include some distance education assignments.
- c) **Secondary** - During this phase Probationary Constables continue gaining valuable experience while still being guided by a more experienced officer.
- d) **Final Assessment Phase** - During this phase Probationary Constables will be assessed directly against the national police core competencies and the addition of NT specific job requirements. The trainee period may be extended by up to six months if, on advice, the Commissioner considers a further period is required for the Probationary Constable to meet core competencies.

Upon successful completion of the probationary period assessments, the Constable will be awarded a nationally recognised Diploma of Public Safety (Policing).



Remuneration

Northern Territory Police enjoy attractive remuneration which includes a number of allowances.

Salary

The annual salary rates, including EBA increase as at 30/6/2016;

Rank	Base Rate	Inclusive of 20% Consolidated Allowance
Recruits		
First 4 months	\$54,723	Allowance not paid during training
After 4 months to graduation	\$58,005	
Constable		
Constable 1	\$63,807	\$76,568
Constable 2	\$65,082	\$78,098
Constable 3	\$66,384	\$79,661
Constable 4	\$67,712	\$81,254
Constable 5 (1st Class)	\$69,066	\$82,879
Constable 6 1/C	\$70,447	\$84,536
Constable 7 1/C	\$71,856	\$86,227
Constable 8 1/C	\$73,294	\$87,953
Constable 9 1/C	\$74,759	\$89,711
Constable 10 1/C	\$76,254	\$91,505

Allowances

Consolidated Shift Allowance

The Consolidated Shift Allowance of 20% of the member's annual salary is paid to all police officers. Payment of this allowance starts at the completion of training.

General Policing Allowance

Members performing general duties also receive the General Policing Allowance of 5% of annual salary, conditional on completion of requisite qualifications.

Night Shift Allowance

Members who work regular cyclic rostered shiftwork, involving night shifts, will be paid an allowance of 15% of the member's base annual salary per shift, or the member's base rate of pay while on higher duties. The allowance is only payable when night shift is actually worked and is not payable where a member works a night shift on overtime.

Northern Territory Allowance

Members with dependants may be eligible to claim the Northern Territory Allowance of \$960 per annum.

Accommodation

The NT Police provides all Police Constables and ACPOs, including trainee constables, with either free departmental accommodation or a housing allowance.

Departmental accommodation Single Members

Single members will be provided with barracks accommodation at no cost for the duration of the six-month training program. Barracks accommodation consists of a single bedroom with a desk and a shared bathroom and kitchenette with sink and fridge. Each barracks block is equipped with a laundry, kitchen and storeroom. No pets/animals are to be kept on premises. Recruits who choose not to live in the barracks accommodation will be entitled to the housing allowance.

Members with dependents


Married members recruited from outside Darwin may travel on their own for the 30 week training period. Under these circumstances members will be provided with barracks accommodation until their spouse and/or dependents arrive. Please note that barracks accommodation is not suitable for spouses and/or dependents.

Members with a spouse and/or dependents are entitled to departmental accommodation if they do not own a dwelling in the location they are stationed at. The type and size of the accommodation is assessed against the size of the family unit residing with the member. A family unit includes the member, spouse and number of recognised dependents.

The following criteria is used to determine the accommodation provided

Household Configurations	Accommodation Size
Single person	1 bedroom barrack accommodation (during training) and on graduation single officer quarters
Couple	2 bedroom accommodation
Sole parent with 1 dependent	2 bedroom accommodation
Couple with up to 4 dependents	3 bedroom accommodation
Sole parent with 2-4 dependents	3 bedroom accommodation
Sole parent with 5 or more dependents	4 bedroom accommodation
Couple with 5 or more dependents	4 bedroom accommodation

**where there are 4 children, 3 of one sex and the other child is of an age where mixed sexes should not be sharing a bedroom (say 10 years of age) then entitlement may be increased to 4 bedrooms.*



Please note you will be provided with NTPOL accommodation no earlier than one week prior to your date of commencement.

Please note the Northern Territory Police is NOT obligated to provide accommodation that will allow pets.

Standard of Housing

NTPOL will endeavour to house employees to Government Employee Housing Standard accommodation within your entitlements.

Occasionally members may be offered a dwelling not meeting Government Employee Housing standard due to minor discrepancies in the property features. You are not required to accept this dwelling; however you may do so if it meets your needs.

Declining the offer of NTPOL provided accommodation

If you choose not to accept an offer of an approved dwelling your entitlement will be to the Housing Allowance. In these circumstances you will be required to source your own accommodation.

If you own a property or are purchasing a property in the Northern Territory

If you or your partner are purchasing a property in the location in which you are stationed, you will not be eligible for NTPOL provided accommodation. Your entitlement will be the Housing Allowance.

Please note, once the housing allowance has been paid to a member at their current location, free housing will no longer be available to that member within this location unless decreed by the Commissioner of the Police.

Housing Allowance

A Housing Allowance is payable per fortnight to:

- members who own their own property at the location they are stationed at, and
- members who choose to provide their own accommodation instead of receiving the free departmental housing.

This allowance is subject to regular reviews in conjunction with any CPI increases and is also subject to PAYG tax.

Please contact the Police Recruitment Office for any additional information



Conditions of Employment

Hours of duty

Under the *Northern Territory Police Arbitral Tribunal Determination 1 of 2011*, members are required to work a forty hour week or an average of forty hours per week over a roster period.

Leave entitlements

The Determination provides for:

- annual leave of 280 hours per year,
- unlimited sick leave with medical certificates, but only four working days per year without a medical certificate, and
- long service leave of four months after ten years service.

A member of the Police Force, who is also a member of the Defence Force Reserves, may be granted a maximum of four weeks leave in each year, with full pay, to attend camps of continuous training and/or full time schools, classes or courses of instruction.

Uniforms

A full supply of uniforms, accoutrements and physical training attire are provided free of charge at the start of recruit training and are replaced on a fair wear and tear basis.

NT Police acknowledges that some applicants may have cultural or religious beliefs that may require the organisation to consider providing special items of uniform. Whilst it has not yet been necessary to do so, the NT Police will give all such requests appropriate consideration and will work with an applicant to reach a satisfactory arrangement.



Relocation Expenses

A relocation allowance of \$5000 will be paid to all new recruits to assist in their relocation to Darwin. The allowance will be paid upon acceptance of the offer of employment and is in lieu of;

- relocation of furniture and personal effects;
- relocation of vehicle/s;
- flights; and
- temporary accommodation whilst awaiting NT Police provided accommodation and downlift of furniture and effects.

Recruits with 1 or more dependants may seek reimbursement up to an additional \$3000 for reasonable out of pocket expenses, upon production of receipts and acquittal of the original payment.

Superannuation

In accordance with the Federal Government requirements, the NT Police will contribute an amount equal to 9.25% of the member's salary into a superannuation fund nominated by the member. You are not required to provide any contributions from your salary. However, voluntary contributions and salary sacrifice are permitted.

Members may nominate the superannuation fund of their choice as long as it is a compliant fund. If a superannuation fund has not been nominated after 28 days of employment, contributions will be paid into the default NT Government superannuation fund AustralianSuper. Members may elect to transfer to a compliant fund of their choice at any time following commencement.

Regional and Remote Policing Model

This model is being introduced across the Northern Territory Police Force. Essentially the major regional stations of Alice Springs and Katherine will provide a pool of staff who will be deployed for three monthly relief stints at temporary Police Stations. This is funded under the Stronger Futures National Partnership Agreement and responsible to the regional centre.



Selection Process

Applicants for the NT Police are required to display high standards of integrity, professionalism and maturity. The NT Police have developed a staged selection process that maintains high standards of selection criteria. The selection process is demanding and it may be a number of months before the result of your application is known. There may be a requirement to travel to assessments or any subsequent interview at your own cost.

The following is a guide only and may vary slightly without notice.

1. Initial application

Initial application is made by submitting completed application forms and supporting documentation. A check list and all required forms are included in the Application Pack.

2. Integrity Checks

Applicants are required to declare any criminal history at the time of application. You are also required to sign a number of forms to allow the release of your personal information. These and a set of fingerprints (at a later stage) allows the NT Police to conduct criminal history, traffic history and background checks.

3. Assessment Centre

If your written application is successful you will be invited to attend an assessment centre which includes a written assessment and a physical fitness assessment. You will also be required to undertake a medical assessment by your general practitioner prior to participating in the physical assessment. Medical forms will be provided beforehand and checked at the Assessment Centre.

Written Assessment: The written assessment includes:

- reading, numeracy and writing tests, personality and aptitude tests,
- hand-written essay.

Examples are provided in this booklet.

Physical Fitness Assessment - The physical fitness assessment test is designed to assess levels of strength, cardiovascular endurance and muscular endurance. An outline of the assessment is included in this booklet. The assessment, like the physical training program at the college, is demanding. Applicants are encouraged to consider undertaking an appropriate physical regime in preparation for the physical tests.



4. Panel Interview

Successful completion of the assessment centre allows applicants to progress to a panel interview. Applicants undertake a structured interview to assess:

This interview will take approximately an hour and all three panel members will ask questions at some stage throughout the interview. We do not expect you to have an in-depth knowledge of Northern Territory law, policy and procedure, however we ask these questions to see what your thought processes are.

If you have not already done so, applicants will need to provide appropriate demonstration/evidence of computer skills, first aid certificate and swimming abilities at this time.

Interviewees should carefully consider their presentation before the selection panel. Neatness of dress, grooming and general appearance all play an important role.

5. Medical Examination

Prior to appointment to the NT Police Force applicants must be certified “medically fit”. They will be required to be examined by an approved medical practitioner. Full disclosure, supported by appropriate medical documentation, must be provided about any previous or current medical conditions and/or injuries.

Vision Requirements Corrected Visual Acuity of 6/9 or better in the:

- better eye or 6/18 or better in the worse eye.
- uncorrected Visual Acuity of not worse than 6/20 in the worse eye providing that the visual acuity the better eye is 6/9 or better.
- colour perception is assessed on a case-by-case basis and is only a bar in extreme cases.

Hearing Requirements

Aided hearing loss of no more than 35 dB, or 40 dB unaided, in the frequency range 500–4,000 Hz.

Body Mass Index

Body Mass Index between 20 and 30; BMI = (weight in kg) / (height in metres) squared.



6. Referee Reports

At this stage in the process we will contact your referees. Due care is taken to establish the credibility of your nominated referees and confidentiality of information provided.

7. Final selection

The recruitment process requires you to undertake a number of stages. All of these are designed to assess each applicant's suitability to undertake both the academic content of the Police Constable curriculum as well as to deal with the subsequent demands of the job. The selection process is one of the many important steps we take to ensure those who are most suitable to this role are selected. Please remember this is an extremely competitive selection process. There are always far more applicants than there are positions available.

At this stage, those who have been deemed suitable during the Panel Interview and who are declared medically fit, return satisfactory background checks, criminal history and traffic history reports will be considered for appointment. The interview panel makes recommendations to a panel of Senior Officers, called the Challenge Panel, who will determine the successful applicants. All decisions are merit based.

If you are not successful at any point during the process, this simply means there were other people in the group who were more suitable than you were.

If you were invited to interview for one squad, this does not automatically mean your application will be carried over to the next squad if you are unsuccessful. If unsuccessful at any stage you may be excluded from re-applying for any position with the Northern Territory Police for a time to be determined.

If you are unsuccessful at any stage of the process you will be notified promptly. Please note, you are unable to receive personal feedback in regards to your assessment as this is impossible to achieve given the large numbers of applicants, and owing to confidentiality agreements between us and the providers of the assessment tools.



Essential Criteria

There are a number of criteria applicants will be assessed against throughout the selection process. The criteria required for appointment as a Trainee Constable with the Northern Territory Police Force is extensive and in some cases requires applicants to attend training and obtain documents at their own cost.

The initial application is entirely a self-declaration relating to your health, physical abilities, criminal history and driving/traffic record. As you proceed through the recruitment process you will be required to present documentation to support your self-declarations, such as driving records and medical examination reports. **If you fail to provide legible copies of these reports/certificates when required your application will be cancelled.**

As an applicant, you have a duty to disclose any information to the Northern Territory Police Force that may impact on your suitability for appointment as a Trainee Constable, including medical information and criminal offences (including matters that were withdrawn, dismissed or spent) and juvenile offences. **Failure to disclose any information may result in your application not being processed, your exclusion from applying or once appointed, the termination of your appointment.**

It is important you are aware of all the criteria prior to submitting your initial application.

Criteria for application

To be eligible to apply for the NT Police, applicants must:

- demonstrate at the commencement of training they will be at least 18 years old.
- be Australian citizens or have permanent resident status, a New Zealand Citizen or a New Zealand Citizen residing in Australia under a Special Category Visa.
- have either;
 - a Senior Secondary Education Certificate (Year 12 or equivalent),
 - a completed Trade Certificate,
 - be able to demonstrate considerable employment experience, life skills and interaction with a variety of people.
- declare any criminal history (including matters that were withdrawn or dismissed and juvenile offences) or driving/traffic offences.
- confirm their ability to swim a minimum of 200 metres without interruption.
- be physically fit and healthy. The medical questionnaire supplied in this booklet must be completed and submitted with your application.
- possess a current provisional or open driver's licence to drive a manual motor vehicle. Suspended licences are not acceptable. If an automatic licence is held, you will need to upgrade this to a manual licence prior to appointment.
- provide driving and traffic history records to support the self-declaration



Criteria for appointment

To be eligible for appointment as a Trainee Constable, applicants must:

- possess a current first aid qualification equivalent to the national "Provide First Aid" standard. (Also known as Apply First Aid/Senior First Aid) If the resuscitation component would expire prior to the completion of the 6 month police recruit course, it must be renewed before commencing recruit training.
- pass all medical tests and provide supporting documentation where necessary.
- provide a certificate verifying their ability to swim 200 metres without interruption which can be evidenced by a Bronze Medallion, other swimming certificate or certification by an AUSTSWIM (or equivalent) Instructor or Life Guard (see the application booklet for a proforma)
- provide a certificate verifying their computer/typing skills which can be evidenced by either a Typing / Computer Skills Certificate, School/ TAFE / Employment Certificates or Certification from an employer (see the Application Booklet for a proforma)

Please note these documents must reinforce the self-declarations made in the initial application.

Personal integrity and character assessment

Throughout the recruitment process your strength of character, life experience/maturity and integrity will be assessed. To this end, the following criteria will be highly considered.

Life experience

The NT Police force places significant value on the applicant's life and work experience. Applicants should demonstrate their life and work skills through their application form and resume. Studies or training undertaken since completing school, including tertiary qualifications, certificates and apprenticeships, will also be considered.

Personal Integrity


Throughout the selection process, applicants will have to demonstrate high levels of integrity and evidence of a background of good character and conduct. A number of background checks will be conducted by the NT Police and these will be taken into account when assessing your suitability for appointment as a Trainee Constable.

Providing incorrect information or withholding any information that may adversely affect the assessment of your integrity, may result in your application being rejected, your exclusion from applying or your appointment being terminated should such information come to light after your commencement.

Criminal history checks

Applicants are required to declare any criminal history at the time of application. You are also required to submit a signed 'Consent and authority for the release of information to the Northern Territory Police Force' form which allows the NT Police to conduct criminal history checks. The appropriate form is provided in the Application Booklet.

Successful applicants who have or are currently residing outside of Australia will be required to provide criminal history checks from every country they have resided in.



Applicants who declare a Criminal History may have their applications referred to the integrity Committee for determination. If you do have a recorded criminal history, please read the *Assessment Guidelines for Recruiting Staff and the Integrity Committee* located at the end of this booklet.

Driving and traffic records

In your initial application, you are required to disclose any driving or traffic offences including speeding tickets, etc. You are required to provide a copy of your Driving/Traffic History Record for the entire duration of holding a licence.

A record is required from each State/Territory/Country that has issued you a licence.

- for applicants who currently have or previously held an **NT drivers license** you need to:
complete the form included in the Application booklet titled
'Authority to Release Traffic Infringement and Traffic Conviction History'
AND
Log onto the NT Motor Vehicle Registry (MVR) webpage, click on the Demerit Points Link from the Home page and select the "Online Demerit Points Tally System" link to obtain a current record of your **traffic demerit history**.
- for Interstate, NZ and those applicants who have lived overseas, you need to contact the relevant Road Authority in your jurisdiction and provide a FULL traffic driving history including demerit points.

Referee checks

To support your initial application you are required to nominate:

- one character referee - someone who has known you personally for at least two years and is not a relative.
- two professional referees - including your current employer. If you are self-employed or unemployed you must nominate your most recent employer. Please note, the NT Police will not contact your current or most recent employer in the initial stage of the recruitment process. You will be notified prior to this happening.
- optionally a police referee - Police referees should be current serving members of an Australian State, Territory or Federal Police Service (not military police), who are not related to you in any way.

Due care is taken to establish the credibility of your nominated referees and confidentiality of information provided.

Past or current serving Police Officers and Australian Defence Personnel

Enquiries will be made with your respective service to obtain information about your conduct and complaint history. This will involve all charges, investigations and internal and external complaints, including matters that were unsubstantiated or refuted, and work performance.



NTPFES Trainee Constable Program

Recruitment Physical Fitness Assessment

The Northern Territory Police Force is dedicated to its vision of a safe and secure Territory. It works in partnership to reduce crime and enhance community confidence and is committed to having a fit for purpose force to achieve this mission.

The NTP Trainee Constable Program aims to give you the skills, knowledge and confidence to undertake general policing duties. It provides training to develop the physical abilities required for the job at hand with daily physical fitness sessions, defensive tactics, driver and firearms training.

Physical fitness sessions include:

- Running, swimming, cycling
- Weight training, flexibility and core stability
- Obstacle course, pursuit runs, search and rescue training and team activities
- Boxing, tackling and wrestling and operational safety training circuits

In order to be considered for the NTP Trainee Constable Program you will be required to undertake a number of physical tests to determine your ability to perform the physical demands inherent to operational policing. A medical clearance is a mandatory requirement prior to any applicant taking part in the Physical Fitness Testing.

The physical assessments are outlined below and include details of the rating/points system.

Minimum Requirement:

In order to be eligible for the NTP Trainee Constable Program you must achieve 50 points out of a possible 100.

Before testing please consider the following:

- Food intake.
- Hydration.
- Suitable footwear and clothing.
- Should NOT undertake heavy training the day previous to testing.
- Should NOT consume alcohol or cigarettes prior to testing.

FITNESS TEST NO. 1 – SIT AND REACH

Purpose

This is a cold test conducted to measure the day to day flexibility of muscles and tendons in the back of the legs and trunk. Applicants are not permitted to warm up or stretch before the test.

Equipment Required

- Sit and Reach Box



Technique

- Sit on floor and place both feet (without shoes) against the sit and reach box.
- Straighten legs and sit up tall.
- Stretch arms out with one hand on top of the other, right and left index fingers are to start and remain level with each other throughout the stretch.
- Assessor places hands softly on the quadricep muscles, just above the knee caps to ensure applicants knees do not bend.



Critical Elements

- With the elbows and knees locked, one hand on top of the other, slowly and smoothly flex the trunk and hips and stretch as far as possible, sliding both hands, evenly along the box.
- Jerking and double movements are not permitted.
- Applicants must hold their furthest possible reach for 3 seconds.
- Legs must remain straight.
- The best score of two attempts is recorded.
- Points are allocated from the scale below.

Timing

- No time limit involved.
- Two attempts allowed.
- The better of two attempts is recorded.

Point Scoring

- The distance reached is used to determine flexibility.
- Distance reached in centimetres is recorded.
- Points are allocated according to the Sit and Reach Point Scale.
- Example: a 15 cm reach scores 2 points.

Sit and Reach Point Scale						
LEVEL (cms)	< 13	≥ 13	≥ 20	≥ 27	≥ 34	≥ 41
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 2 - PULL UPS

Purpose

Measures musculoskeletal strength and endurance associated with back, bicep, handgrip, elbow flexors and shoulder extensors as needed for lifting, carrying, dragging, pushing and pulling during crowd and participant control situations.

The test consists of the participant performing as many pull ups as possible to a 2 second cadence.

Equipment Required

- Pull up frames (90 and 105 cms in height)
- Weighted object positioned in the centre of each frame and hanging precisely 7cms below the bar.
- Horizontal bar should no less than 2 inches above participants reach.
- NB: if participants arm length is longer the bar will need to be higher.
- 2 second cadence CD or MP3.
- CD player or MP3 player.



Technique

- Assume supine position.
- Shoulders directly under a bar which is set no less than 2 inches above reach.
- Grasp bar with over hand grip.
- Lift buttocks off the ground so body is straight with only heels touching the ground.
- Pull body upwards until the chest touches the weighted object which is hanging 7 cm below the bar.
- Extend the arms returning the body to the start position.
- Pull up must be completed fully and properly within the two second cadence.
- If a pull is performed incorrectly, a warning is issued and if the technique is not corrected on the next pull up, the test ceases.



Critical Elements

- The repetitions must be slow, continuous and controlled.
- Body is to remain in a horizontal position during test without flexing or doing a body wave.
- If a pull up is performed incorrectly, a warning is issued and if the technique is not corrected on the next pull up, the test ceases.
- Only correctly executed pull ups are counted.



Timing

- 2 second cadence for each pull up.
- No time limit involved.

Point Scoring

- Only correctly executed pull ups are counted.
- Number of correctly executed pull ups is recorded
- Points are allocated according to the Pull Up Point Scale.
- Example: 7 pull ups scores 2 points.

Pull Up Point Scale						
REPETITIONS	< 5	≥ 5	≥ 8	≥ 11	≥ 14	≤ 17
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 3 – VERTICAL JUMP

Purpose

Measure leg strength and power, particularly of quadriceps and calves. Leg strength is a critical predictor of many essential functions.

Equipment Required

- Vertical flat wall or blackboard
- Measuring tape
- Chalk or bucket of water for marking wall
- Broom or cloth to clear markings

Technique

- Stand flat footed, feet parallel to wall.
- Reach as high as possible with hand closest to wall, leaving mark on wall.
- Assessor records height of standing reach.
- Crouch and jump as high as possible.
- Mark the wall with chalk or wet fingers at the peak of the leap with the finger tips of outstretched hand closest to the wall.
- Use arms to propel body upwards however steps are not allowed.
- Land the jump with soft knees to cushion impact.



Critical Elements

- Initial reach should be greatest possible, at maximum stretch, with foot against wall and arm and body fully extended.
- Applicant may crouch to jump, but may not take any steps.

Timing

- No time limit involved.
- Two jumps per applicant allowed.
- The better of two attempts is scored.

Point Scoring

- The distance between the recorded 'standing' mark and the recorded 'jumping' mark is used to determine vertical jump height achieved.
- Jump height achieved is recorded.
- Points are allocated according to the Vertical Jump Point Scale.
- Example: a 36 cm jump height scores 4 points.

Vertical Jump Point Scale						
LEVEL (cms)	< 30	≥ 30	≥ 35	≥ 40	≥ 45	≥ 50
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 4 – SIT UPS

Purpose

Measure dynamic strength of abdominals and hip flexors, areas critical for support of most physical activity.




The test is a progressive, one repetition maximum (1RM) test of abdominal strength. The participant starts at Level 1 and progresses to the next level and so forth until they come to a level they cannot perform correctly



Equipment Required

- Flat surface

Technique

- Lie in a supine position on the floor or mat with knees bent and hands resting on the front of the thighs.
- Tilt the pelvis back to flatten the lower back onto the floor.
- Tilt the head forward and smoothly flex the trunk in a slow controlled manner until Level 1 is completed.
- Pause at the top then return to the starting position in a slow controlled manner.
- If the sit-up was successful, the participant is then ready for the next level.

<p>Level 1:</p>	<p>Arms are held straight out, resting on the participant's thighs. The participant slowly contracts the abdominals as the hands are moved up the thighs until the wrists are at the level of the knees.</p> 
<p>Level 2:</p>	<p>Arms are held straight out, resting on the participant's thighs. The participant slowly contracts the abdominals as the hands are moved up the thighs until the elbows are at the level of the knees.</p> 
<p>Level 3:</p>	<p>Arms are folded at right angles across the participant's abdominals with hands holding opposite elbows ("I Dream of Jeannie"). The chin is then tucked into the chest. As the abdominals are contracting and the upper body is moving towards the knees, arms are held in that position as the chest touches the knees and the forearms pass over the knees.</p> 

<p>Level 4:</p>	<p>Arms are crossed on the chest with hands holding opposite shoulders. The chin is tucked into the chest. Maintaining the elbows in their position, the abdominals are contracted and the upper body is moved until the elbows meet with the knees.</p> 
<p>Level 5:</p>	<p>Arms are flexed behind the head crossed over with hands sitting on each shoulder blade. The chin is tucked into the chest. With control, the abdominals are contracted and the upper body is moved until the chest touches the knees.</p> 

Critical Elements

- Both feet must stay on the floor.
- Knees are at right angles between the thigh and the lower limb.
- No jerking movements, such as throwing the head or arms overhead.
- No lifting hips off the floor.

Timing

- No time limit involved.
- Two attempts at each level allowed.
- The highest level achieved is scored.

Point Scoring

- The highest level achieved is used to determine abdominal strength.
- Level achieved is recorded.
- Points are allocated according to the Abdominal Strength Point Scale.
- Example: achieving level 3 and failing level 4 scores 6 points.

Abdominal Strength Point Scale						
LEVEL	0	1	2	3	4	5
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 5 – ILLINOIS AGILITY TEST

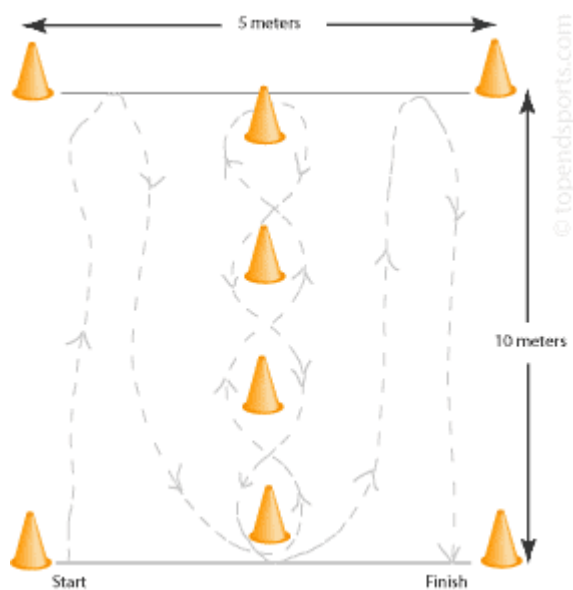
Purpose

Measure ability to start, stop and move the body quickly in different directions.

Equipment Required

- 8 x 300mm cones
- Stopwatch digital (sports supply)
- Measuring tape fibreglass 30 metres
- Flat non slip surface

The course measures 10m in length and 5m in width. 4 cones are used to mark the start, finish and the two turning points. Another four cones are placed down the centre at equal distance apart. Each cone in the centre is spaced 3.3 metres apart.



The Illinois Agility Test

Technique

- Lay on stomach facing the start line.
- Top of head is level with the start line and legs are extended out behind the body.
- Flex arms and place hands next to the shoulders.
- On the 'start' command, get to feet as quickly as possible and sprint to the far line, touching it with one foot then returning to the start line.
- Weave in and out of the row of cones and back again towards the start line.
- Lastly sprint once more to the far line, touching with the foot and sprint back to the finish line.

Critical Elements

- The run is not counted if the participant: strays outside the boundary of the rectangle, fails to touch or cross the line at either end, touches a marker, fails to follow the prescribed course.
- Participant must be warmed up followed by stretching exercises concentrating on lower limbs.

Timing

- Measure in hundredths of a second e.g.; 18.45 seconds
- Timing starts the second the assessor says go and stops as participant crosses finish line.
- Two attempts allowed.
- The fastest speed achieved is scored.



Point Scoring

- Only correct runs are timed.
- Two attempts are allowed best out of two times is scored.
- Points are allocated according to the Illinois Agility Test Point Scale.
- Example: 17.45 seconds scores 8 points.

Illinois Agility Test Point Scale						
TIME (Seconds)	> 21.01	≤ 21.0	≤ 20.0	≤ 19.0	≤ 18.0	≤ 17.0
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 6 – PUSH UPS

Purpose

Measure dynamic strength of triceps, pectorals, and anterior deltoids, indicating upper body strength and endurance.

The test consists of the participant performing as many push ups as possible to a 2 second cadence.

Equipment Required

- Flat surface
- Flexible dome cone 9cm in height
- 2 second cadence CD or MP3
- CD player or MP3 player

Technique

- Standard push-ups from the toes.
- Straighten arms with softly extended elbows.
- Place hands flat on the ground surface, approximately shoulder width apart.
- Straighten legs, feet no wider than hip distance apart with toes supporting the weight of the legs.
- Keep body straight from the shoulders, through the hips to the heels, maintain this throughout the test.
- One assessor places vertical fist on ground directly between hands of the participant or;
- Place a dome cone directly between hands of the participant. Maintain visual contact to ensure participant touches the dome cone every push up.
- Second assessor stands side on to participant to ensure correct posture and technique.
- Participant lowers chest to touch the vertical fist of assessor or dome cone and pushes up to return to start position for one count.
- Repetitions must be slow, continuous and controlled and completed within the cadence



NB: Dome cone can be used as an alternative to the assessor's fist.

Critical Elements

- Feet must stay within body width.
- Back must stay in neutral spine position throughout.
- Neck extensors must be kept long with participant keeping chin tucked in and eyes looking towards ground NOT upwards.
- Elbows must be fully extended at up position.
- Chest (not clothing only) must touch vertical fist of assessor or the dome cone in down position.
- Bouncing off the dome cone is not allowed.
- Lying on floor between or during push ups is not allowed.
- Push up must be completed fully and with correct technique to cadence.
- If a push up is performed incorrectly, a warning is issued and if the technique is not corrected on the next push up, the test ceases.

Timing

- 2 second cadence for each push up.
- No time limit involved.



Point Scoring

- Only correctly executed push ups are counted.
- Number of correctly executed push ups is scored
- Points are allocated according to the Push Up Point Scale.
- Example: 7 push ups scores 2 points.

Push Up Point Scale						
REPETITIONS	< 5	≥ 5	≥ 10	≥ 15	≥ 20	≥ 25
POINTS	0	2	4	6	8	10

FITNESS TEST NO. 7 – MULTI STAGE FITNESS (BEEP TEST)

Purpose

Measure cardiovascular fitness.

Equipment Required

- Licensed multi stage fitness test CD or MP3.
- CD or MP3 player.
- Level, flat surface 20 metres long with run-out of at least 2 metres each end.
- 22 x 300 mm cones.
- Measuring tape fibreglass 30 metres.

Technique

- The multi stage fitness test licensed CD provides sound and precise instructions for the conduct and technique required for the test.
- The instructions must be played, in full, immediately prior to the participant running the beep test.
- A five second countdown will start the test. When the test starts there is a single beep at regular intervals. The participant must be at the opposite end to the start (20 metres) by the time the beep sounds. They should then continue running at this speed, being at one end or the other each time there is a beep.
- After each minute, the time between beeps will decrease so that the running speed will need to be increased. At the end of each minute, there will be a triple beep and a message from the commentator on the CD, to indicate the next run will need to be faster. The running speed is referred to as levels with the first being 'Level 1', the second speed as 'Level 2', and so on.
- Each participant should run as long as possible, until he/she can no longer keep up with the speed of the test. The test is maximal and progressive. If a participant falls behind the pace on two consecutive shuttles, an assessor will give a warning and if it is not corrected on the next lap, the participant will be required to stop running.

Critical Elements

- One foot must be on or over the line at the end of each lap.
- The participant must pivot turn at each end.
- U-turns will incur a warning.
- If the line is not met within the time of the beep on two consecutive shuttles a warning is given.
- If it is not corrected on the next lap the test ceases for that participant.
- Maximum of 10 participants running concurrently.

Timing

- All timing to be strictly followed as per the directions on the test CD.

Point Scoring

- The final level achieved is the last shuttle correctly and fully completed by the participant.
- Points are allocated according to the Multi Stage Fitness Test Point Scale.
- E.g. completion of shuttle 10 scores 25 points.

Multi Stage Fitness Test Point Scale									
LEVEL	< 5	≥ 5.1	≥ 6.1	≥ 7.1	≥ 8.1	≥ 9.1	≥ 10.1	≥ 11.1	≥ 12.1
POINTS	0	5	10	15	20	25	30	35	40



Recruitment Reading, Numeracy and Writing Tests

Sample questions of similar format included in the Police Officer Written Assessment:

READING ABILITY TEST

Question:

The population of Australia is now approximately 20 million. The majority of Australia's population lives in capital cities. Sydney is the most populous city, followed by Melbourne. Brisbane has the third largest population. Hobart and Darwin have the smallest populations of all capital cities.

Based on the information contained in the passage above, it can be safely assumed that the capital city of Adelaide has more people than:

- A. Brisbane
- B. Sydney
- C. Hobart
- D. Melbourne

Answer: C

NUMERICAL ABILITY TEST

Question: What is 95 minus 36?

- A. 61
- B. 63
- C. 55
- D. 59

Answer: D

Question: You are travelling to the scene of an accident and the traffic is terrible. Your average speed has slowed to 30km/hr. Assuming you still have another 10km to travel, and your speed does not change, how long will it take?

- A. 10 minutes
- B. 20 minutes
- C. Half an hour
- D. An hour

Answer: B

WRITING ABILITY TEST

Question: Choose the option that most accurately and clearly describes the scene or concept.

- A. Your good teamwork is vital to good job performance
- B. You're good teamwork is vitale to good job performance
- C. Your good teamworking is vital to good job performance
- D. You're good teamwork is vital to good job performance

Answer: A



Recruitment Aptitude and Personality Tests

Sample questions of similar format included in the Police Officer Written Assessment.

Example:

The first word in each line is printed in capital letters. Opposite it are four other words. You will be asked to circle the one word which means the *same thing*, or most nearly the same thing, as the first word.

- | | | | | |
|----------------|----------|-----------|-------------|-----------|
| (i) SMALL | blue | little | noisy | dry |
| (ii) OBVIOUS | abstract | local | sharp | clear |
| (iii) PUNITIVE | weak | rewarding | retributive | erroneous |

Answers:

- (i) little
- (ii) clear
- (iii) retributive

Example:

There will also be questions where you are asked to fill in either a letter or number for each dash (___) which follows information you are given.

- (i) D E F G ___
- (ii) 2 4 6 8 ___ ___

Answers:

- (i) H
- (ii) 10


PREFERENCES

Here you will be given two statements which will be about things that you may or may not like, or about ways in which you may or may not feel. You will be asked to make a choice for every pair of statements.

Example:

- A. I like to talk about myself to others.
- B. I like to work toward some goal that I have set for myself.

To answer this you need to consider which of these is more characteristic of what you like. You may like both. In this case you should choose the one that you like better. You may dislike both. In this case you should choose the one that you dislike less.



Here's another example:

- A. I feel depressed when I fail at something.
- B. I feel nervous when giving a talk before a group.

You will be asked to choose which of these is most like the way that you feel now. Again, both may describe the way you feel. Your job will be to select the one which is most like you. If neither describes how you feel, choose the one which you consider is most like you.

OPINIONS ABOUT SOCIETY

Here you will be given two statements about aspects of life in our society. You will be asked to choose the one which you more strongly believe. For example:

- A. People tend to be successful mostly through working hard.
- B. People who achieve things in life are mainly those who tend to have good luck.

WORK PLACE PROCEDURES

Here you will be given some statements about what goes on in many work places. You'll be asked to indicate whether you agree, disagree or feel uncertain about the statement. Examples:

A agree **?** uncertain **DA** disagree

For most people, how much they get paid is the most important part of their job **A** **?** **DA**

If they put their mind to it, most people can learn how to do more than one job. **A** **?** **DA**

YOUR PERSONAL HISTORY AND OPINIONS

Here you will be given a series of statements. You will be asked to indicate whether the statement is True or False as it applies to you. For example:

People who know me would usually say that I am pretty even tempered. T F

When I'm working I find that I get easily bored. T F

Assessment Guidelines for Recruiting staff and the Integrity Committee

<p>Crimes including Stealing, Unlawful Entry, Deception, Assault Police, Aggravated Assaults,</p> <p>Drug Offences Possess/Use/Sale of Cannabis and other Illicit substances</p> <p>Dangerous Driving</p>	<p>Recruitment staff should refer all cases to the Integrity Committee for consideration of whether the applicant should remain in the selection process.</p> <p>If an adult at the time of the offence, the applicant will be excluded unless the Committee is satisfied there are exceptional circumstances which should permit the applicant to remain in the selection process.</p> <p>If a juvenile at the time of the offence, the Committee may approve the applicant remaining in the selection process, taking into account: the length of time after the offence – for instance, if committed more than 15 years ago; the applicant’s age and circumstances at the time of the offence; the gravity of offence; any other criminal /misconduct history; the applicant’s conduct since the offence; and any other relevant consideration.</p>
<p>Simple Offences Common Assault, Criminal Damage</p>	<p>In all cases recruitment staff should refer to the Integrity Committee for consideration of whether the applicant should remain in the selection process.</p> <p>The Committee may exclude the applicant from the selection process taking into account: the length of time after the offence – for instance, if committed less than 10 years ago; the applicant’s age and circumstances at the time of the offence; any other criminal / misconduct history; the gravity of offence; the applicant’s conduct since the offence; and any other relevant consideration.</p>
<p>Regulatory Offences Driving an unregistered motor vehicle; most minor offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where: Regulatory Offences are spent, or were committed more than 5 years ago; or the Regulatory Offences were minor and committed more than 2 years ago; and the applicant has otherwise demonstrated very high standard of conduct; and there are no other circumstances or criminal history which bring the applicant’s integrity into doubt.</p> <p>All other cases and cases of doubt should be referred to the Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account: the length of time after the offence – eg for a recent offence; the applicant’s age and circumstances at the time of the offence; the gravity of offence; any other criminal / misconduct history – for instance multiple offences; the applicant’s conduct since the offence; and any other relevant consideration.</p>

<p>Official Police Caution for Crimes, Drug Offences (under 18years)</p>	<p>In all cases refer to the Integrity Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence - for instance if committed less than 10 years ago; the applicant's age and circumstances at the time of the offence; the gravity of offence; any other criminal / misconduct history; the applicant's conduct since the offence; and any other relevant consideration.
<p>Official Police Caution for Simple Offences (under 18years)</p>	<p>In all cases refer to the Integrity Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence - for instance if committed less than 5 years ago; the applicant's age and circumstances at the time of the offence; the gravity of offence; any other criminal / misconduct history; the applicant's conduct since the offence; and any other relevant consideration.
<p>Liquor Act Offences Street Offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> the offences were minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and does not form part of a series or pattern of similar offences the applicant has otherwise demonstrated very high standard of conduct; and there are no other circumstances or criminal history which bring the applicant's integrity into doubt. <p>In all other cases and cases of doubt recruiting staff should refer to the Integrity Committee for evaluation and determination.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence - for instance if committed less than 2 years ago; the applicant's age and circumstances at the time of the offence; the gravity of offence; any other criminal / misconduct history; the applicant's conduct since the offence; and any other relevant consideration.

<p>Drink Driving Offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> Blood Alcohol Content (BAC) was under .15% and there are no circumstances of aggravation; and the offence was committed more than 5 years ago; <p>or</p> <ul style="list-style-type: none"> BAC was .15% or over; and there are no circumstances of aggravation; and the offence was committed more than 10 years ago. <p>In cases of doubt or other circumstances - for instance multiple offences - the applicant's case must be referred to the Integrity Committee for consideration.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence - for instance if committed less than 2 years ago; the applicant's age and circumstances at the time of the offence; the gravity of offence – for instance high readings; any other criminal / misconduct history; the applicant's conduct since the offence; and any other relevant consideration.
<p>Unlicensed Driving Offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> the unlicensed driving offence was committed more than 5 years ago; or the unlicensed driving offence was were minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and <p>in either case</p> <ul style="list-style-type: none"> does not form part of a series or pattern of similar offences the applicant has otherwise demonstrated very high standard of conduct; and there are no other circumstances, criminal or misconduct history which bring the applicant's integrity into doubt. <p>In all other cases and cases of doubt recruiting staff should refer to the Integrity Committee for evaluation and determination.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence; the applicant's age and circumstances at the time of the offence; the gravity of offence; any other criminal or misconduct history the applicant's conduct since the offence; and any other relevant consideration.
<p>Driving whilst Disqualified Offences</p>	<p>All disqualified driving cases should be referred to the Integrity Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence - for instance if a single offence committed less than 10 years ago; the applicant's age and circumstances at the time of the offence; the gravity of offence including circumstances of aggravation any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified; the applicant's conduct since the offence; and any other relevant consideration.

<p>Other Traffic Offences</p> <p>(traffic breaches such as Driving Without Due Care)</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> the offence(s) were minor -based on the facts on the Court Brief etc - and committed more than 2 years ago; or suspension through accumulated demerit points expired more than 2 years ago; and <p>in either case:</p> <ul style="list-style-type: none"> does not form part of a series or pattern of similar offences the applicant has otherwise demonstrated very high standard of conduct; and there are no other circumstances or criminal history which bring the applicant's integrity into doubt. <p>If significant number of offences (6 or more in total), staff should assess as to number, nature and timeframe of offences to determine overall gravity of traffic history and refer to the Committee.</p> <p>In these, cases of doubt and all other cases, recruiting staff should refer to the Committee for evaluation and determination.</p> <p>The Committee may exclude the applicant from the selection process on the basis of multiple and/or serious traffic offences taking into account:</p> <ul style="list-style-type: none"> the length of time after the offence(s); the applicant's age and circumstances at the time of the offence(s); the gravity of offence(s) including circumstances of aggravation; any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified; the applicant's conduct since the offence(s); and any other relevant consideration.
<p>Domestic Violence Orders (DVOs)</p>	<p>Where a DVO application has been made against an applicant, including an order by consent or where an application has been heard in Court but no order issued, an assessment of the full circumstances should be made, including obtaining a transcript of the Court hearing and findings of fact made by the Magistrate.</p> <p>The case must be referred to the Integrity Committee for evaluation and determination based on individual circumstances and applicants may be excluded by the Committee.</p>
<p>Bankruptcy</p>	<p>Recruitment staff may allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> the applicant's bankruptcy was discharged or the order expired more than 5 years ago; did not form part of a series or pattern of similar orders; the applicant has otherwise demonstrated very high standard of conduct; and there are no other circumstances or criminal history which bring the applicant's integrity into doubt. <p>Where a bankruptcy application has been made against an applicant and been heard in Court but no order issued, an assessment of the full circumstances should be made, including obtaining a transcript of the Court hearing and findings of fact made by the Magistrate.</p> <p>All bankruptcy matters to be referred to the Committee for evaluation and determination based on circumstances and applicants may be excluded.</p>

<p>Concerns re Integrity and Conduct</p>	<p>Any integrity/conduct concerns resulting from background inquiry sources (such as an employer, police referee or personal referee, or from a police officer in response to the Police Gazette publication, etc) or from information that has been volunteered from any other source, should be individually assessed for credibility and a determination made after considering the gravity of the concerns.</p>
<p>Failure to Disclose Relevant Information</p> <p>Provision of False Information</p>	<p>Applicants are required to disclose all traffic, criminal and civil offences, and any other information which may reflect on their integrity or conduct to perform the duties of a police officer.</p> <p>Where there is evidence of a failure to disclose relevant information on the application form, medical questionnaire, supplementary information form, or at any other stage of the selection process, or where false or misleading information has been provided, the applicant should be advised that it will be assumed by the Integrity Committee that the action was deliberate unless the applicant can clearly demonstrate otherwise. To that end the applicant will be given an opportunity to provide a written response addressing the concern to the Integrity Committee.</p> <p>Applicants who knowingly or deliberately fail to disclose relevant information on the application form, medical questionnaire, supplementary information form, or at any other stage of the selection process are likely to be excluded from the selection process.</p> <p>An applicant who accidentally or inadvertently makes an error or omission may continue to be considered, but the matter is to be referred to the Integrity Committee for evaluation and determination based on the circumstances and gravity of the applicant's conduct.</p>
<p>Other Offences or Integrity Concerns not included in above categories</p>	<p>The above categories include the more commonly occurring integrity issues from past experience. However, where an applicant has an offence or any other integrity issue not included in the above categories, an individual assessment should be made.</p> <p>Refer to the Integrity Committee for evaluation and determination based on the circumstances.</p>
<p>Multiple Integrity Issues</p>	<p>Where an applicant has integrity issues in two or more of the above categories, an overall assessment should be made, based on the overall pattern of conduct and gravity of the issues involved.</p> <p>Even though the gravity of each integrity issue when considered individually, may not be of a serious nature, the applicant's overall pattern of conduct may indicate unacceptable behaviour problems, and will warrant exclusion depending on circumstances and overall gravity.</p> <p>Refer to the Integrity Committee for evaluation and determination based on the circumstances.</p>

<p>Court Outcomes re Offences</p> <p>No Conviction Recorded</p> <p>Charged but not found guilty <i>Nolle Prosequi</i></p>	<p>When assessing an offence committed by an applicant, the critical issue is whether the applicant was guilty of the offence, irrespective of whether or not a conviction was recorded.</p> <p>Whilst a decision by a Court not to record a conviction may be taken into account when determining the gravity of the offence, it does not indicate that the offence was not committed.</p> <p>Where an applicant has been charged with an offence but found not guilty, or where a Nolle Prosequi has resulted, the Integrity Committee required the available evidence regarding the alleged offence to be reviewed, and reaches its own conclusions regarding the applicant's standard of conduct.</p> <p>Where charges have undergone committal proceedings and committed to the Supreme Court, the Integrity Committee will take into account that the Magistrate had to be satisfied that the prima face case exists before committing the matter to the higher court.</p>
<p>Re-enlistees or lateral transfers (former or serving police officers from other jurisdictions)</p>	<p>As well as consideration of the above criteria, a significant history of complaints as a Police Officer or adverse findings in relation to internal disciplinary inquiries will, in normal circumstances, result in exclusion.</p>



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Constable Application Check List and Forms

The following checklist is provided to assist you in completing your initial written application.
Please do not attach original documents to your application.

This form must be completed in your own hand writing.

You are required to provide certified copies of all supporting documents by either a **Justice of the Peace or Commissioner of Oaths**. Please note that no other professions (i.e. Pharmacists, Doctor, Military Personnel) **are NOT** eligible to certify documents for our purposes.

Applications must contain all of the following, otherwise they will not be processed:

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Completed and signed application form. Please ensure you have answered every question fully, avoiding the use of terms such as 'as above'. If a section is not applicable to you please use N/A. The employment and educational history sections should be supported with further detail in your resume.
<input type="checkbox"/> Three (3) passport photos. Do not use cut-outs of standard photos. Passport photos can be taken at most post offices.
<input type="checkbox"/> Completed and signed "Consent and Authority for the Release of Information to the Northern Territory Police Force" Form. Be sure to have this correctly witnessed.
<input type="checkbox"/> 100 points of proof of identification. The documents that can be used are included on page 52.
<input type="checkbox"/> Certified true copy of your Birth Certificate or Extract.
<input type="checkbox"/> Certified true copy of Change of Name or Marriage Certificate, if different than your birth certificate.
<input type="checkbox"/> Certified true copy of your current driver's licence. If not a manual licence, you will need to upgrade your licence prior to accepting a position with the NT Police. | <ul style="list-style-type: none"><input type="checkbox"/> Certified true copy of a Senior Secondary Certificate of Education, a Trade Certificate or evidence of considerable employment, experience, life skills and interaction with a variety of people. If you have additional qualifications, please include these certificates as well.
<input type="checkbox"/> Certified true copy of Proof of Australian Citizenship or Permanent Residency or NZ Citizenship (if not born in Australia). Evidenced by: Copy of Letter of Grant & Copy of passport including relevant entry visa stamp to Australia (if applicable)
<input type="checkbox"/> Resume outlining your professional and educational experience.
<input type="checkbox"/> Driving/Traffic History including demerit points, from every jurisdiction you have held a driver's licence.
<input type="checkbox"/> Completed and signed medical self assessment.
<input type="checkbox"/> Any other certified true copies of documentation you may wish to put forward in support of your application such as swimming certificates, current First Aid certificate, written referee reports, medical documentation if appropriate. Required by stage 3. |
|---|---|

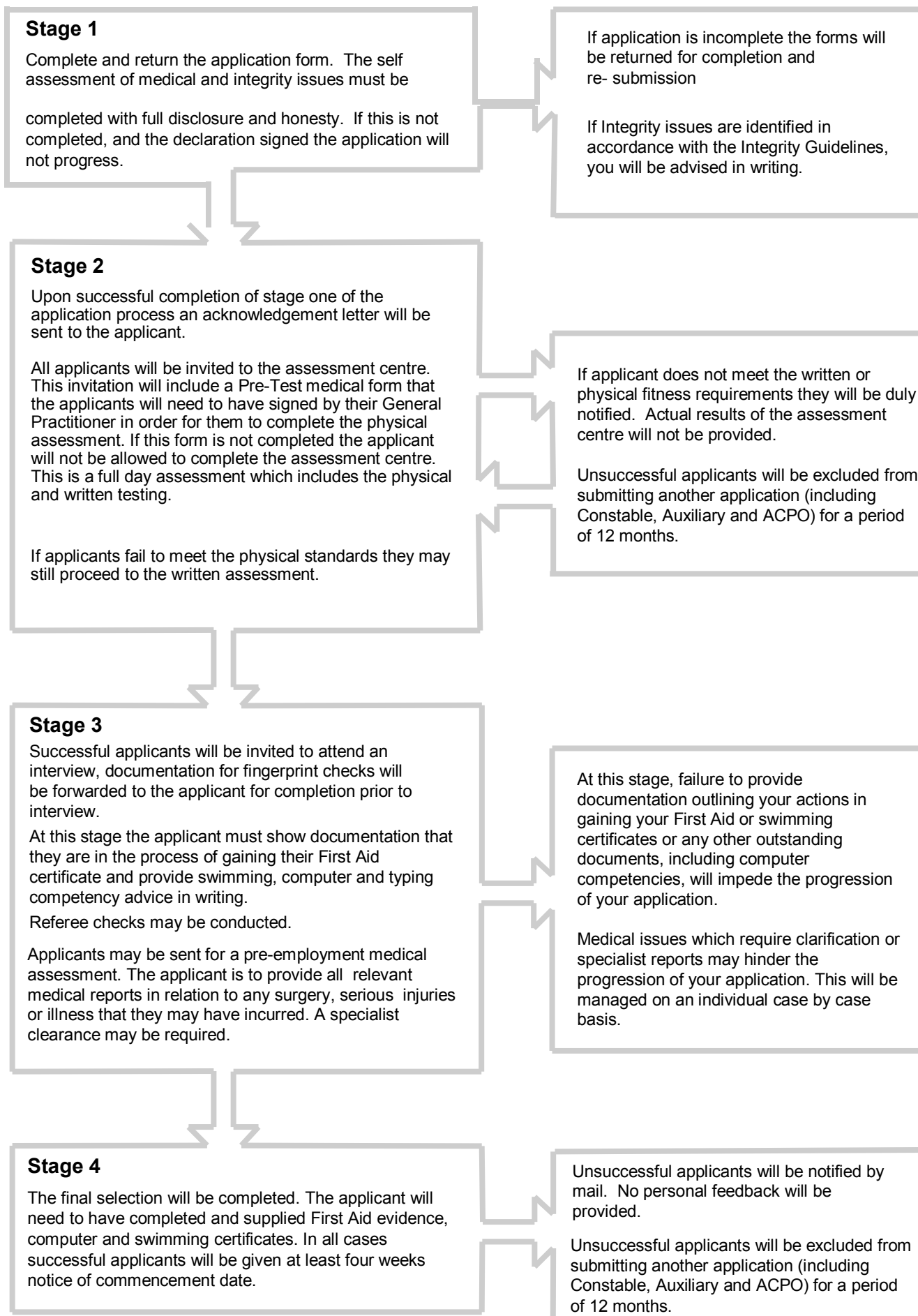
Please DO NOT send your application in a binder/folder of any type. Send ONLY the application with other supporting documentation. If you require **any** further information or assistance please contact the Recruitment Office on 1800 005 099.

Completed applications should either be:

- hand delivered to the Recruitment Office; or
- sent to - Northern Territory Police Recruitment Office
PO Box 39764
WINNELLIE NT 0821

You will be notified in writing when your application is received and you will receive a reference number. Please quote your reference number in all correspondence or communication with the Police Recruitment Office.

Recruitment Flow Chart



NT Police Constable Application Form

Please read all questions and instructions carefully

All sections of the application must be answered. If any item is missed or not completed, the application will not be accepted or processed. If an item is not applicable, enter n/a.

You must make full disclosure, which includes all criminal and civil proceedings, all spent convictions, all traffic offences including traffic tickets and court appearances & all juvenile offences.

Failure to disclose information may result in your application not being processed or once appointed, the termination of your appointment.

PHOTOGRAPHIC IDENTIFICATION

Photograph (1) A colour passport photograph must be securely pasted in this space	Photograph (2) A colour passport photograph must be securely pasted in this space	Photograph (3) A colour passport photograph must be securely pasted in this space
--	--	--

SURNAME (Family Name)

Given Names (In full)

Date of Birth Age Gender

Postal Address

State Postcode

Residential Address

State Postcode

Occupation

Employer-Current

Contact Telephone Numbers

Home Work

Other Contact Number/Mobile

E-mail Address

Marital Status **No. of Children**

How did you first become aware of NT Police Recruiting

Newspapers Television Radio
 Career Search Magazine Exhibition/Display
 Social Media Other Publication Word of Mouth
 NT Police Website

Please specify specific organisation eg NT News, Seek, Channel 9

Have you ever been known by or used any other name? YES NO

If YES, give full name and reason for name change

Place of Birth - Town

State Country

What is your Nationality?

What is your Ethnicity? (please tick one of the following boxes)

Aboriginal or Torres Strait Islander Polynesian/Maori
 Caucasian Indian/Pakistan
 Latin Melanesian
 Asian Negroid

Information concerning your ethnicity remains confidential and is for statistical purposes only.

If NOT born in this country.....

(a) Date of arrival? / /

(b) Are you an Australian Citizen? YES NO

If YES, what date was citizenship attained? / /

(c) Do you have permanent residency status? YES NO

(d) Are you an New Zealand Citizen residing in Australia under a Special Category Visa? YES NO

(e) Are you a New Zealand Citizen? YES NO

If YES to any of the above, provide evidence of your residency status.

OFFICE USE ONLY

Date Received / /

Receiving Officer _____

Reference No. /

Signature Entering Officer _____

Height (without shoes) cm

Weight (stripped) kg

Hepatitis B Immunised YES NO

Do you wear glasses? YES NO

If Yes, provide details ie long sighted

Do you wear contact lenses? YES NO

If Yes, provide details

Do you have defective colour vision? YES NO

If Yes, provide details ie protan deficient

Do you suffer from any hearing defects? YES NO

If Yes, provide details

Do you suffer from any physical disabilities? YES NO

If Yes, describe (attach medical report)

No. Of Schools Attended

Highest education level completed:

Year 10 11 12 University

Last Educational faculties attended (attach school assessments)

School

University

Date left school

Swimming ability

Please outline your swimming ability (ie able to swim 200m without interruption) or list certificates held. This will be assessed at a further time and date.

Drivers licence

Number

State

Expiry

In which state/territory have you held a licence?

- ACT SA NSW TAS
 NT VIC QLD WA
 NZ

National Provide First Aid certificate

YES NO

Further studies certification

Trade certificates.

Computer skills (outline programs you have experience in using)

Other relevant skills/certificates

Employment History

List most current employment history. If complete information is provided in your attached resume, you do not need to complete this section.

Occupation	Employer contact details	Date of Service	Reason for Leaving
	Address:		
	Ph:		
	Fax:		
	email:		
	Address:		
	Ph:		
	Fax:		
	email:		
	Address:		
	Ph:		
	Fax:		
	email:		
	Address:		
	Ph:		
	Fax:		
	email:		

Family

Relationship	Names in Full	Date of Birth
Husband/Wife/ Defacto		/ /
Dependant		/ /
Dependant		/ /
Dependant		/ /
Dependant		/ /
Dependant		/ /

Police Service History

1. Have you previously applied to join the NT Police Force?

YES NO (Go to Question 2)

If 'YES', date of your previous application

Reason for non – acceptance

2. Have you previously applied to join any other Police Service?

YES NO (Go to Question 3)

If 'YES', which Police Service have you applied to?

State

Date

Reason for non acceptance

3. Are you a serving member with any Police Service?

YES (Go to Question 5) NO

4. Have you been a member of any Police Service?

YES (Go to Question 5) NO

5. If YES to 3 or 4, which Police Service are/were you serving with?

Which unit/section are/were you attached to?

Your rank or classification

Service Number Date enlisted Date resigned/terminated

Reason for resignation/termination

Have you ever been the subject of complaints against police, internal investigations or ever had disciplinary action imposed upon you whilst a serving member? YES NO

If YES, provide circumstances & date occurred.

Police Referee

Do you know a current serving member of a Police Force (not related to you)?

YES NO

If Yes (give details)

Name

Rank

Reg. No.

Name of Police Force

Station

Defence Force History

1. Are you a serving member with any Defence Force?

YES (Go to Question 4) NO

2. Have you previously been a member of any Defence Force?

YES (Go to Question 4) NO

3. Have you previously applied to join any Defence Force?

YES NO

If YES which Defence Force?

State

Country

Date

4. If YES to 1 or 2, which Defence Force are/were you serving with?

Which unit/section are/were you attached to?

Your rank or classification

Service Number

Date enlisted

Date of discharge or resignation

Reason for discharge or resignation (if applicable)

Have you ever been the subject of any complaints, internal investigations or ever had disciplinary action imposed on you?

YES NO

If YES, describe details, circumstances, penalty and date occurred.

Referees

Please nominate one person who has known you personally for at least **TWO YEARS** and is not related to you, one previous employer, and your current employer.

Character Reference	Previous employer	Current employer (please note we may contact your current employer)
Given Name <input type="text"/> <input type="text"/>	Given Name <input type="text"/> <input type="text"/>	Given Name <input type="text"/> <input type="text"/>
Surname <input type="text"/> <input type="text"/>	Surname <input type="text"/> <input type="text"/>	Surname <input type="text"/> <input type="text"/>
Occupation <input type="text"/> <input type="text"/>	Occupation <input type="text"/> <input type="text"/>	Occupation <input type="text"/> <input type="text"/>
Nature & length of acquaintanceship <input type="text"/> <input type="text"/>	Nature & length of acquaintanceship <input type="text"/> <input type="text"/>	Nature & length of acquaintanceship <input type="text"/> <input type="text"/>
Business address <input type="text"/> <input type="text"/>	Business address <input type="text"/> <input type="text"/>	Business address <input type="text"/> <input type="text"/>
Business hours telephone No. <input type="text"/> <input type="text"/>	Business hours telephone No. <input type="text"/> <input type="text"/>	Business hours telephone No. <input type="text"/> <input type="text"/>
Business hours fax No. <input type="text"/> <input type="text"/>	Business hours fax No. <input type="text"/> <input type="text"/>	Business hours fax No. <input type="text"/> <input type="text"/>
email <input type="text"/> <input type="text"/>	email <input type="text"/> <input type="text"/>	email <input type="text"/> <input type="text"/>

Declaration

All applicants to complete

I declare that to the best of my knowledge the information supplied herein is correct and complete and I hereby authorise the Northern Territory Police Force to verify all of the information contained in my application. I acknowledge the provision of incorrect information or the withholding of any information relating to my application may adversely affect the assessment of my integrity and could result in the cancellation of my application. I hereby give my consent for you to obtain references from the persons nominated as my referees. If unsuccessful with this application I understand that nothing will be automatically returned to me and this application may be destroyed upon completion of the application process. And further, I understand that if successful, I may be required to serve at any locality within the Northern Territory. There are no prevailing factors, medical or other, with myself or my immediate family, which would preclude me from serving anywhere at the discretion of the Commissioner of Police.

Signature of Applicant

Date

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting information on the application form for Police Constable to ascertain an applicant's suitability for appointment. The collection of this information is authorised under the provisions of the *Police Administration Act*. Failure to provide this information may result in your application not being processed. You can access your personal information provided on this form within a 3 year period. If you have any queries or wish to access this information please contact NTPFES by phoning 1800 005 099.

REFERENCE NUMBER / OFFICE USE



Northern Territory Police Force

Consent and Authority to Undertake Background Enquiries

Release and Delivery of information to the Northern Territory Police Force

Release and Waive All Rights, Suits or Claims

AUTHORITY: Police Administration Act

I, (full name – please print)
acknowledge that I have applied for appointment as a member of the Northern Territory Police Force.

I further acknowledge that in taking the necessary steps to assess my suitability for appointment as a member, the Northern Territory Police Force will give consideration to matters which provide that a decision to appoint a person as a member must be made on the basis of merit of applicants and that merit includes an assessment of my integrity and good conduct.

To determine my merit for appointment, I hereby consent and authorise the Northern Territory Police Force to undertake background enquiries with police services and other agencies, both State and Federal, in connection with the determination of my merit for appointment, including my integrity and good conduct, and further consent and authorise such police services and other agencies as required to uplift all information that may directly or indirectly relate to me, and release and deliver such information to the Northern Territory Police Force.

I further consent and authorise the Northern Territory Police Force to undertake community background enquiries from my referees, police referees, current and previous employers, former and current places of residence, educational facilities, where applicable, in connection with the determination of my merit for appointment, including my integrity and good conduct, and further consent and authorise the release and delivery of all such information to the Northern Territory Police Force.

I further consent and authorise the Northern Territory Police Force to undertake medical inquiries, obtain reports and results from any medical practitioner, surgery, hospital, clinic or other medical facility in order to assess my suitability and ability to perform the duties of an operational police officer, and further consent and authorise such medical personnel as required to uplift all information that may directly or indirectly relate to me, and release and deliver such information to the Northern Territory Police Force.

Further, I hereby release and waive all rights, actions, suits or claims which may prevent, or arise from (whether directly or indirectly) the release and delivery of such information to the Northern Territory Police Force and the use of such information by the Northern Territory Police Force in the determination of my merit for appointment. And this release and waiver may be pleaded in bar to any action, claim, suit or proceedings, commenced or now taken or which hereinafter may be taken by me in any jurisdiction with respect to the release, delivery of such information to the Northern Territory Police Force or the use of such information by the Northern Territory Police Force in the determination of my merit for appointment as a member of the Northern Territory Police Force.

Signed	<input type="text"/>	Date	<input type="text"/>
Place of birth:	<input type="text"/>	Date of birth	<input type="text"/>

Witness (print name)	<input type="text"/>
Signature (of witness)	<input type="text"/>
	Date <input type="text"/>

Note: A member of the Police Force includes a person appointed as a member under s16, s16AAA, s18 or s19 of the Police Administration Act.

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Health Assessment

Medical Questionnaire for Appointment as a Member of the Northern Territory Police Force.

Please read all instructions and questions carefully.

Instructions

1. Complete this form in your own handwriting.
2. Answer all questions in the medical questionnaire by ticking either 'YES' or 'NO'. If the answer to any question is "YES" supply details where directed.
3. Complete the declaration and waiver and sign the form.

You must make full disclosure. This includes all medical procedures, illnesses, injuries, operations or any other medical condition. Failure to disclose any information will result in your application not being processed or once appointed the termination of your appointment.

Personal Details

Surname

Given Names

Date of Birth

Gender

Male

Female

Height (cm in bare feet)

Weight (kgs stripped)

Residential Address

Do you have, or have you ever had, any of the following?

1. Asthma YES NO
2. Diabetes YES NO
3. Epilepsy, fits, seizures or convulsions YES NO
4. Blackouts, fainting YES NO
5. Heart Disease, chest pain, angina YES NO
6. Palpitations/irregular heartbeat YES NO
7. Tuberculosis or any lung disease YES NO
8. High blood pressure YES NO
9. Injuries, including head or back YES NO
10. Speech Impediment YES NO
11. Hepatitis B/C or HIV/AIDS YES NO
12. Migraines or persistent headaches YES NO
13. Mental illness or related conditions YES NO
14. Anxiety or depressive illness YES NO
15. Stress related disorders or conditions YES NO
16. Cancerous conditions, including skin YES NO
17. Arthritis of any form YES NO
18. Chronic bone or joint conditions YES NO
19. Deafness or hearing defects YES NO
20. Physical disabilities YES NO

Provide full details to the following questions where applicable

21. Do you wear visual aids? YES NO
(glasses/contact lenses)

NOTE: Applicants must have a corrected visual acuity of at least 6/9 in the better eye and 6/18 in the other eye. If you wear spectacles or contact lenses a report from an optometrist, showing corrected and uncorrected visual acuity in each eye, as well as an opinion as to the health of the eyes, is required in stage 3 of the application process.

22. Are you colour blind to any degree? YES NO
23. Have you undergone any operation, including laser surgery, in your lifetime? YES NO
24. Are you presently consulting a medical practitioner for any illness or injury? YES NO
25. Are you receiving any medical treatment or taking any medication? YES NO
26. Do you have, or have you had any other illnesses or injuries (other than those which are minor)? YES NO
27. Are you aware of any circumstances regarding your health or fitness which would render you unable to carry out occupational requirements of a member of the Police Force and complete the physical training program uninterrupted? YES NO

If you have answered YES to any of the previous questions (1-27), please provide details.

Details (Include year of onset, treatment and current condition and number the response)

No. ____

No. ____

No. ____

No. ____

Declaration

I, (full name), declare all the answers in this Medical Questionnaire to be, to the best of my knowledge and belief, true and correct.

I acknowledge that the provision of incorrect information or the withholding of any information relating to my health and fitness may adversely affect the assessment of my integrity in the selection process and will result in the withdrawal of my appointment as a police recruit.

Authorisation and Direction

In making this declaration, I (full name)

Authorise and direct any medical practitioner who has been or may be consulted by me, shall divulge at any time to the Commissioner of Police, any information concerning my health and medical history that he/she may have acquired in the course of any professional attendance by him/her on me, or any professional consultation I have had with him/her and I hereby expressly waive all professional confidence and provisions of laws to privilege relating to disclosure of such information, and further agree that this authority shall be sufficient consent for the purposes of the Evidence Act (NT).

I authorise the Northern Territory Police Force to retain this medical questionnaire and any medical reports and I am aware that in the event that my application is unsuccessful, I may request the return of the Medical Questionnaire and any medical reports within a 3 year period.

Signature of Applicant **Date** / /

Note: A member of the Police Force includes a person appointed as a member under s16, s16AAA, s18 or s19 of the Police Administration Act.

Proof of Identity

ALL applicants need to provide 100 points of proof by providing **certified true copies** of identification as described in the table below

<u>Primary Identification</u>	Score	Tick
Passport	70	<input type="checkbox"/>
Citizenship	70	<input type="checkbox"/>
Birth Certificate	70	<input type="checkbox"/>
Licence issued under a law (<i>drivers licence or shooters licence</i>)	50	<input type="checkbox"/>
Employment ID		
<i>ID Card Issued by Employer (name and address only)</i>	35	<input type="checkbox"/>
<i>ID Card issued by Employer (Name Only)</i>	25	<input type="checkbox"/>
Letter From Employer (within the last two years)		
<i>Confirming name and address</i>	35	<input type="checkbox"/>
Rates Notice	35	<input type="checkbox"/>
Credit/Debit cards/Passbooks (<i>only one per institution</i>)	25	<input type="checkbox"/>
Medicare Card	25	<input type="checkbox"/>
Membership Card		
<i>Club, union or trade, professional bodies</i>	25	<input type="checkbox"/>
<i>Education institution</i>	25	<input type="checkbox"/>
Children under 18		
<i>Birth Certificate</i>	100	<input type="checkbox"/>
<i>Passport</i>	100	<input type="checkbox"/>
Recent Arrival in Australia		
<i>Passport</i>	100	<input type="checkbox"/>

Current and previous holders of a Northern Territory Drivers Licence Only.
Interstate applicants need to contact their relevant road authority to provide this information



Authority to Release Traffic Infringement and Traffic Conviction History

Please use BLOCK LETTERS

I (Mr/Mrs/Miss/Ms):
(Family Name) (Given Names)

Maiden Name:
(Family Name) (Given Names)

Other Name(s):
(Include any other names by which known)

born on .../.../... at Sex: M / F
(Town/City, State, Country)

of (Full Residential Address):
..... Postcode:

Telephone Number (Work): (Home):

Current Driver's Licence Number: State/Territory of issue

HEREBY CONSENT to a check of records, or other information, kept by the Northern Territory Police of Australia, and release of details of any traffic infringement, or other relevant driver history information, recorded against my name to myself or a third party as identified below.

Name and postal address of person, organisation or agency requiring information:

Northern Territory Police, Human Resource Service
PO Box 39764 WINNELLIE NT 0821

AND IN SO DOING hereby indemnify the Northern Territory of Australia, its servants and agents against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to involve me.

Print Name: Signed:
(Signature of person consenting)

In the presence of: Signed:
(Print full name of witness) (Signature of witness)

..... Date:/...../.....
(Address of witness)

PRIVACY STATEMENT

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting information on this form 'Authority to Release Traffic Infringement/Conviction History' to ensure that the correct person is entitled to receive the information requested. This collection is authorised or required by the Northern Territory Police Administration Act. The information provided on this form is only used to identify the applicant for the purpose of providing a Traffic Infringement History Report. Failure to supply any material requested will result in your application not being processed. You can access your personal information provided in an Authority to Release Traffic Infringement History form within the period information is held. This information is held for less than 10 years. If you have any queries or wish to access this information, please contact NTPFES by phoning 8985 8926.

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Northern Territory Police

Swimming Advice

An essential criterion to gain a position with the Northern Territory Police is for an applicant to demonstrate their ability to swim unaided and uninterrupted for 200 metres successfully. The preferred stroke is freestyle however this competency may be attained using another stroke continuously.

Applicants are asked to attend their local swimming pools or contact any other qualified persons (ie AUSTRALIAN Registered Instructor, Surf Life Saving Clubs, Life Guards etc) to assess your swimming ability. Please then complete this documentation and submit with your application. You do not need to complete this documentation if you are the holder of a current Bronze Medallion.

.....

Name of Facility: _____

Qualified Assessor: _____

Assessors Contact: _____

Position Held: _____

Assessors Registration _____

Name of Applicant: _____

Time/Date of Assessment: _____

Stroke: _____

Distance: _____

Signature of Applicant:

Date:

Signature of Assessor:

Date:

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Northern Territory Police

Computer Skills Competency Advice

An essential criterion to gain a position with the Northern Territory Police is for an applicant to demonstrate they have general computer skills including the use of Microsoft Programs, Email and Internet. This must be accompanied by the applicant providing evidence.

Applicants are encouraged to submit evidence such as a Typing Certificate / Computer Skills Certificate, School or TAFE Certificates to demonstrate they meet the desired criteria. However in the event you are unable to obtain such evidence, please have your employer complete this documentation and submit with your application.

.....

Name of Organisation: _____

Name of Employer: _____

Employers Contact: _____

Name of Applicant: _____

Computer Competency Checklist

FREQUENCY OF USE

MS Word	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly
MS Office	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly
MS Excel	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly
Data Input	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly
Outlook	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly
Internet	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly

Comments: _____

Signature of Applicant:	_____
Date:	_____
Signature of Assessor:	_____
Date:	_____

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