

Recruitment Process

Before applying for a role we recommend you read the job description to help you understand what the job involves, if you have the necessary skills to apply and most importantly if you think that it is a job you would like to do. There are six stages to our recruitment process.

1 Application form

You will need to complete an application form which is available online, attached to the vacancy. When answering the required questions please evidence your skills and experience at the required level.



2 Shortlisting

Once the vacancy has closed, all applications will be sent to the hiring manager for shortlisting. If your experience and skills match the requirements for the role you will be invited to the next stage of the process. If you are unsuccessful at shortlisting we will email to inform you.



3 Interview/assessment centre

For some roles you may be required to attend an assessment centre where you will complete tasks based on the role. The assessment centre may also include a formal interview. Interview questions are based on your knowledge, skills and ability of the role. You will also have an opportunity at the end of the interview to ask any questions.



4 Conditional offer

The highest scoring candidate at interview will receive a conditional offer which will be subject to satisfactory employment checks including vetting, medical and references.



5 Employment checks

Vetting - Vetting is an essential part of police forces' ethics and professional standards. This allows us to identify any individuals unsuitable to work for the police force. Please note that any information missing from the vetting form can delay the process.

Medical - The medical form helps identify any individuals who may require reasonable adjustments that can be put in place.

References - We require references from your current and/or previous employer(s) within the last three years, we will not contact any of your current and/or previous employers without your written consent.



6 Formal offer

Once all the employment checks are cleared, we will arrange a start date and send your Contract of Employment via post. This document is to be signed to accept the terms and conditions and returned to the email below or posted to:

Recruitment Team
HR Service Centre
Hindlip Hall
Worcestershire
WR3 8SP



If you are unsuccessful at any stage during the recruitment process you can request feedback by emailing the Recruitment Team.

