Metropolitan Police Service (MPS)



#### Additional Information Form Please complete this form and return it along with your application.

Please ensure that the attached documents are all attached to  
your e-mail, **failure to complete all of the required forms,   
may result in your application being terminated:**

Structured CV

Diversity Monitoring Questionnaire

Additional Information Form



**The information in this form will not be made available to those assessing your application. The information provided will be treated in strictest confidence.**

# ADDITIONAL INFORMATION NEEDED

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name/ Family name:** | | | Title: |
| **First name(s):** | | | |
| **Any previous name(s):** | | | |
| **Please provide all the addresses at which you have  lived in the past 5 years** | | | **Dates of Residence (Month & Year)** |
| A). Permanent Full Address (Including Postcode): | | | From:  To: |
| B). Previous Full Address (Including Postcode): | | | From:  To: |
| C). Previous Full Address (Including Postcode): | | | From:  To: |
| D). Previous Full Address (Including Postcode): | | | From:  To: |
| (Please continue on a separate spreadsheet if necessary) | | | |
| **Date of Birth:** | | | **Age:** |
| **Place of Birth:** | | | **Nationality:** |
| **N.I. Number:** | | |  |
| Do you hold a current passport? Yes  No If Yes, passport nationality: | | |  |
| Passport number: | | Expiry date: | |
| If you are a non -EU citizen, do you have leave to enter and remain indefinitely in the UK from restriction? Yes  No If Yes, please supply copies of your passport and any Home Office letters that confirm this.  **If you are a EU citizen, please confirm that you have lived in the U.K. for more then 3 years?**  Yes  No | | | |
| **Driving Licence number** (if relevant for role applied for): | | | |
| Full  Provisional  Place of issue: | | | |
| **Home telephone:** | **Daytime telephone:** | | |
| **Mobile telephone:** | **E-mail Address:** | | |



# REASONABLE ADJUSTMENTS

Metropolitan Police is a Disability Confident Employer and committed to offering interviews to candidates who request to be considered under this scheme and who meet the minimum requirements for the role.

Please confirm whether you would like to apply under the Disability Confident Scheme.

###### Yes No Not applicable

Reasonable adjustments

Please confirm will you need any reasonable adjustments for the interview?

###### Yes No Not applicable

If you have responded ‘Yes’, a member of the MPS Senior HR Appointments team will contact you if you are shortlisted to discuss requirements, in confidence.

# SELF-DISCLOSURE FORM

Have you ever been convicted or found guilty by a court of any offence (excluding parking but including all motoring offences such as speeding, drink drive and any court martial, or have you ever been put on probation, received a formal caution (including as a juvenile) or been bound over after being charged with any offence or is there any action pending against you?

Please also enter below details of any arrests or investigations of you carried out by Police, Military Police or other statutory prosecuting authorities, whether or not these resulted in a conviction. If you have been convicted, cautioned, arrested or investigated you may still be eligible for appointment depending on the nature and circumstances of the offence or investigation. Please give details of any charge or summons at present outstanding against you.

Yes  No

If ‘Yes’ please give details below:

|  |  |
| --- | --- |
| Date: | Dealing Authority: |
| Offence / Nature of Investigation: | |
| Outcome / Result: | |
| Date: | Dealing Authority: |
| Offence / Nature of Investigation: | |
| Outcome / Result: | |
| Date: | Dealing Authority: |
| Offence / Nature of Investigation: | |
| Outcome / Result: | |
| Date: | Dealing Authority: |
| Offence / Nature of Investigation: | |
| Outcome / Result: | |
| You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975) or any involvement with civil, military, or transport police. | |

**Have you ever previously worked for the MPS?**

###### Yes No

If yes please specify dates (from & to), position held, reason for leaving

|  |  |  |
| --- | --- | --- |
| Dates | Position held | Reason for Leaving |
| From:  To: |  |  |

# TATTOOS



If the role applied for requires significant public contact then a decision will need to be made on the suitability of any tattoos that you might have.

**Do you have any tattoos?**

###### YES NO

If yes, please describe the tattoos and where they are on your body in the box below. **Enclose clear colour photographs of them.** (Ensure your name, address and reference number is written on the back of all photographs submitted).

|  |
| --- |
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