

# Your police recruitment checklist



# Kent Police

Use our handy checklist to help prepare you for each step of your police recruitment journey.

## Before you apply

Check you meet the basic eligibility criteria

Choose your entry route

Talk to serving officers, visit a local station,

Speak to the Recruitment Team about a "Recruitment Buddy"

Create a training plan (e.g. NHS Couch to 5K)

## The application form

List all names known by, including name at birth

Locate any educational qualifications

Have your National Insurance number handy

Have your Driving Licence details handy (must be a full manual licence)

HM Forces? Have your Service Number and reason for discharge handy

Book onto a pre-application workshop

Complete application form

## Online assessment

Attend Mandatory briefing & online assessment workshop

Familiarise yourself with the Competency & Values Framework

Read all Candidate Guidance documents

Download required apps (details in guidance documents)

Check equipment and internet connection

Think about relevant work/life examples to include

**Positive  
Action.**

Supporting a diverse and  
inclusive workforce for all



## Senior interview

Familiarise yourself with the Competency & Values Framework

Read all Candidate Guidance docs

Check equipment and internet connection or plan journey to the location of the interview

Think about relevant work/life examples to include

## Fitness and medical tests

Make sure you start training at least six weeks before your fitness test

Practise the 'Bleep' test regularly

Check your BMI is between 18 and 30 and your body fat % (26% for males and 36% for females)

Do you need reasonable adjustments made contact the Recruitment Team

Medical condition?

Request your medical records or a note from your GP about how your condition is managed

Review with GP if on any medications if not seen your GP in the last 6 months/1 year. A recent opticians report with your prescription glasses or contact lenses

## Vetting – For vetting you will need to have the following details ready

Have your address history for the last five years to hand

Details of your monthly income and expenditure, your savings and borrowings

If you have been declared bankrupt this needs to have been discharged for over 3 years before you can be considered.

If you are subject of a County Court Judgement you will need to provide information to evidence how you are managing the debt.

Details of any secondary employment or business interests

### Details of your family/friends/associates details, i.e:

Your partner and their address history for the last 5 years

Your parents

Your full, half & step siblings

Your children (if aged over 10)

All co-residents at your current address (e.g. lodgers)

Any criminal associates

### Details of any previous contact with the police, e.g:

Any cautions, convictions or Fixed Penalty notices

If you've ever been arrested

If you've ever been involved in an investigation

Any traffic offences (excluding parking offences)