



# NT Police Accelerated Recruitment Program

## Introduction

Thank you for considering a career with the Northern Territory Police. This booklet has been developed to provide applicants with:

- further information about working for the Northern Territory Police,
- employment remuneration and conditions,
- a clear understanding of the criteria successful applicants will be required to meet,
- an understanding of the selection process,
- 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 19 - 24 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](mailto:PFESRecruitment@pfes.nt.gov.au)

Website: [www.police.nt.gov.au](http://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  
WINNELLIE NT 0821

**MARCH 2016**





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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](http://www.police.nt.gov.au)***



## Overview of the Accelerated Recruitment Program

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

### Training

Upon appointment, the Induction Training is approx 12 weeks duration conducted at the NTPFES Training College located in Berrimah in Darwin. The course provides the initial induction and instruction into the NT Police Force, as well as a revision of firearms (including conversion from revolver to Glock pistol for SA and VIC candidates) driver training and defensive tactics. You will also be introduced to Northern Territory legislation and NT Police procedures and systems.

Successful applicants will be appointed as a Constable and graduate at the following applicable ranks:

- A two year experienced constable will remain as Constable
- A four or more year constable will graduate as Constable First Class

### Posting

On graduation experienced police will be posted to one of three major regional centres; Alice Springs, Tennant Creek or Katherine as agreed and negotiated in the Offer of Employment. These appointments are made at the discretion of the Commissioner to address operational requirements.

*It is a condition of employment all ARP participants serve a minimum of 12 months General Duties before eligibility to apply for specialist positions.*

Members of the NT Police Force are required to serve in any geographical location within the Northern Territory where a police presence is required. Tenure at a posting locality is dependent upon locality and remoteness. Major regional centres retain a **two** year minimum tenure.

### Probation

The completion of 6 months (inclusive of training) will be required before confirmation of appointment. Upon completion of the probation period and subject to a minimum aggregate service of 4 years, the member will be eligible to undertake the Senior Constable Qualification Examination (SCQE). Four years aggregate service is calculated on completed years of service only.



## Remuneration

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

### Salary

The basic salary during training will reflect your current 'completed' years of service. For example if you are a Constable with 3 years completed service you will be paid the equivalent level in the NT for a fourth year Constable, this will maximise at 10 years or greater service.

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

Years of Police Service	Base Rate (Training Rate)	Inclusive of 20% Consolidated Allowance
3rd year police service	\$66,384	\$79,661
4th year police service	\$67,712	\$81,254
5th year police service	\$69,066	\$82,879
6th year police service	\$70,447	\$84,536
7th year police service	\$71,856	\$86,227
8th year police service	\$73,294	\$87,953
9th year police service	\$74,759	\$89,711
10th year police service	\$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

As part of the conditional requirement to work general duties, ARPs will also be entitled to receive the fortnightly General Policing Allowance of 5% of the members base annual salary. This is 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 sworn Police Constables with either free departmental accommodation or a housing allowance.

## Departmental accommodation for Single Members

Single members will be provided with barracks accommodation at no cost for the duration of the 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 10 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 Police.

### **Housing Allowance**

A Housing Allowance is payable per fortnight to:

- members who own their own property at the location they are stationed at, or
- 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 NT Police 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. This does not include during the initial college training phase.

## Uniforms

A full supply of uniforms, accoutrements, physical training attire and shoes are provided free of charge 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

The 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.

Additionally, 'Bush Policing' experience is highly desirable. In future, entry into specialist Police streams without having remote policing experience is unlikely.



# Selection Process

Applicants for the Accelerated Recruitment Program 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 attend 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 this Application Booklet.

## 2. Integrity Checks

Applicants are required to declare any criminal history & disciplinary matters at the time of application, including medical information and criminal offences. You are also required to sign a number of forms to allow the release of your personal information. This allows the NT Police to conduct criminal history, traffic history and background checks.

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

## 3. Assessment Centre

If your application is successful you will be invited to attend an assessment centre which includes a written assessment.

**Written Assessment:** The written assessment includes:

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

Examples are provided in this booklet.

## 4. Panel Interview

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

- motivation to join the NT Police and expectations of your service with us,
- general attitudes, beliefs and values,
- thought processes and problem solving skills,
- communication, interpersonal skills and personal suitability,
- knowledge of the Northern Territory and the Northern Territory Police Force. This includes but is not confined to demographics, population, geography, industry, policing issues and current events; and
- scenario based questions

*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” and healthy. This is a requirement to complete Defensive Tactics. You 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.

## 6. 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 Supervisor and Officer in charge.
- 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.

Please note, the NT Police will not contact referees in the initial stage of the recruitment process. You will be notified prior to this happening.

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 for appointment to the NT Police. Please remember this is extremely competitive and our selection process is one of the many important steps we take to ensure those who are most suitable to this role are selected.

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 period 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

To be eligible to apply for the Accelerated Recruitment Program with the Northern Territory Police, you must meet the following criteria:

### Qualifications

1. Completed two years service as a Police Officer with any Police Service within Australia or New Zealand, having obtained the Diploma of Public Safety (Policing) or equivalent.
2. If no longer a serving member, the application will be considered on a case by case basis, taking into account the duration of any break of service and will be considered on the basis of prior length of service, the duration of the break and the nature of employment during that break.

### Citizenship requirements

To be eligible to apply for the Northern Territory Police applicants are required to either:

- be an Australian Citizen, or;
- have permanent resident status, or;
- be a New Zealand Citizen;
- be a New Zealand Citizen residing in Australia under a Special Category Visa (SCV)

### Age

The Police Force prefers to recruit people with good life experience after formal education. The minimum age is 18 years, however as this course is aimed at serving police officers with minimum two years general duties experience or more, the minimum age limit does not apply. The compulsory retirement age for Northern Territory Police is 65.

### Driver's Licence

Applicants must possess a current open driver's licence to drive a manual motor vehicle.

### First Aid Certificate

Applicants must possess a **current** First Aid Certificate, equivalent to the national "Provide First Aid" standard. (Also known as Apply First Aid/Senior First Aid) Or at interview provide proof that a course is being undertaken. The resuscitation component must be issued within the last 12 months. If the resuscitation component would expire prior to the completion of training, it must be renewed before commencing at the Police College.

### Personal integrity and character assessment

Applicants who declare Criminal History and/or Disciplinary matters may have their applications referred to the Integrity Committee for determination. If you fit in this category please read the *Assessment Guidelines for Recruiting Staff and the Integrity Committee* located in this 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.**



## Physical Fitness

There is no fitness test as a pre-requisite to entry. However you should be physically fit and healthy. There is a requirement to complete Defensive Tactics and some physical training at the Police College.

## 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 webpage(MVR), 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.

## 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.



# SERVICE PROFILE FOR AN EXPERIENCED POLICE OFFICER

YOU ARE REQUIRED TO PROVIDE A TYPED PROFILE OF YOUR POLICE SERVICE IN THE FOLLOWING FORMAT AND RETURN IT WITH YOUR APPLICATION.

## **PERSONAL DETAILS**

- Name
- Address
- Age
- Date of Birth

## **SERVICE DETAILS**

- Name of Service
- Rank
- Service/Serial Number
- Date Inducted
- Date discharged/resigned
- Reason for discharge/resignation (limit 50 words)
- Sick Leave Record (include details of leave taken as a result of injury, hypertension, anxiety or stress related conditions etc.)

## **TRAINING DETAILS** (include marks, grades obtained and position in class)

- Pre-Service Training
- In-Service Training (e.g. Scenes of Crime Training Course, Investigative Skills Course, Motor Vehicle Theft Investigator Course, Accident Investigation Course, etc.)
- Qualifying Courses/Examinations (e.g. Senior Constable, Sergeant)
- Special Skills/Qualifications (e.g. Breathalyser Operator, Negotiator, Diver, Detective, etc.)

## **DUTIES PERFORMED** (list stations/units and outline duties)

### **CONDUCT** (provide brief details)

- Commendations, Favourable Record Awards
- Official Investigations (resulting in charges, reprimands, counselling or informal resolutions)

## **SUPERVISORS** (give name, rank, station and station postal address)

- Immediate Supervisor (current and/or former)
- Next Line Supervisor

## **REASON FOR APPLICATION** (limit 50-100 words)



## 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><b>Crimes</b> including Stealing, Unlawful Entry, Deception, Assault Police, Aggravated Assaults,</p> <p><b>Drug Offences</b> Possess/Use/Sale of Cannabis and other Illicit substances</p> <p><b>Dangerous Driving</b></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:</p> <ul style="list-style-type: none"> <li>• the length of time after the offence – for instance, if committed more than 15 years ago;</li> <li>• the applicant’s age and circumstances at the time of the offence;</li> <li>• the gravity of offence;</li> <li>• any other criminal /misconduct history;</li> <li>• the applicant’s conduct since the offence; and any other relevant consideration.</li> </ul>
<p><b>Simple Offences</b> 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:</p> <ul style="list-style-type: none"> <li>• the length of time after the offence – for instance, if committed less than 10 years ago;</li> <li>• the applicant’s age and circumstances at the time of the offence;</li> <li>• any other criminal / misconduct history;</li> <li>• the gravity of offence;</li> <li>• the applicant’s conduct since the offence; and any other relevant consideration.</li> </ul>
<p><b>Regulatory Offences</b> Driving an unregistered motor vehicle; most minor offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> <li>• Regulatory Offences are spent, or were committed more than 5 years ago; or</li> <li>• the Regulatory Offences were minor and committed more than 2 years ago; and</li> <li>• the applicant has otherwise demonstrated very high standard of conduct; and</li> <li>• there are no other circumstances or criminal history which bring the applicant’s integrity into doubt.</li> </ul> <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:</p> <ul style="list-style-type: none"> <li>• the length of time after the offence – eg for a recent offence;</li> <li>• the applicant’s age and circumstances at the time of the offence;</li> <li>• the gravity of offence;</li> <li>• any other criminal / misconduct history – for instance multiple offences;</li> <li>• the applicant’s conduct since the offence; and any other relevant consideration.</li> </ul>

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

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

<p><b>Other Traffic Offences</b></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"> <li>• the offence(s) were minor -based on the facts on the Court Brief etc - and committed more than 2 years ago; or</li> <li>• suspension through accumulated demerit points expired more than 2 years ago; and</li> </ul> <p>in either case:</p> <ul style="list-style-type: none"> <li>• does not form part of a series or pattern of similar offences</li> <li>• the applicant has otherwise demonstrated very high standard of conduct; and</li> <li>• there are no other circumstances or criminal history which bring the applicant’s integrity into doubt.</li> </ul> <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"> <li>• the length of time after the offence(s);</li> <li>• the applicant’s age and circumstances at the time of the offence(s);</li> <li>• the gravity of offence(s) including circumstances of aggravation;</li> <li>• any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified;</li> <li>• the applicant’s conduct since the offence(s); and</li> <li>• any other relevant consideration.</li> </ul>
<p><b>Domestic Violence Orders (DVOs)</b></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><b>Bankruptcy</b></p>	<p>Recruitment staff may allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> <li>• the applicant’s bankruptcy was discharged or the order expired more than 5 years ago;</li> <li>• did not form part of a series or pattern of similar orders;</li> <li>• the applicant has otherwise demonstrated very high standard of conduct; and</li> <li>• there are no other circumstances or criminal history which bring the applicant’s integrity into doubt.</li> </ul> <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><b>Concerns re Integrity and Conduct</b></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><b>Failure to Disclose Relevant Information</b></p> <p><b>Provision of False Information</b></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 <b>knowingly or deliberately</b> 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><b>Other Offences or Integrity Concerns</b> 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><b>Multiple Integrity Issues</b></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><b>Court Outcomes re Offences</b></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><b>No Conviction Recorded</b></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><b>Charged but not found guilty</b> <i>Nolle Prosequi</i></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><b>Charged but not found guilty</b> <i>Nolle Prosequi</i></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><b>Re-enlistees or lateral transfers</b> (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>

# Accelerated Recruitment Program 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"><li><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.</li><li><input type="checkbox"/> Three (3) passport photos. Do not use cut-outs of standard photos. Passport photos can be taken at most post offices.</li><li><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.</li><li><input type="checkbox"/> 100 points of proof of identification. The documents that can be used are included on page 40.</li><li><input type="checkbox"/> Certified true copy of your Birth Certificate or Extract.</li><li><input type="checkbox"/> Certified true copy of Change of Name or Marriage Certificate, if different than your birth certificate.</li><li><input type="checkbox"/> Certified true copy of your Diploma of Public Safety (Policing) or equivalent.</li></ul> | <ul style="list-style-type: none"><li><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.</li><li><input type="checkbox"/> Certified true copy of Proof of Australian Citizenship, Permanent Residency or NZ Citizenship (if not born in Australia)<br/>Evidenced by: Copy of Letter of Grant &amp; Copy of passport including relevant entry visa stamp to Australia.</li><li><input type="checkbox"/> Completed Service Profile</li><li><input type="checkbox"/> Driving/Traffic History including demerit points, from every jurisdiction you have held a driver's licence.</li><li><input type="checkbox"/> Completed and signed medical self assessment.</li><li><input type="checkbox"/> Any other certified true copies of documentation you may wish to put forward in support of your application such as written referee reports, current First Aid certificate &amp; medical documentation if appropriate.</li></ul> |
|---|---|

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.

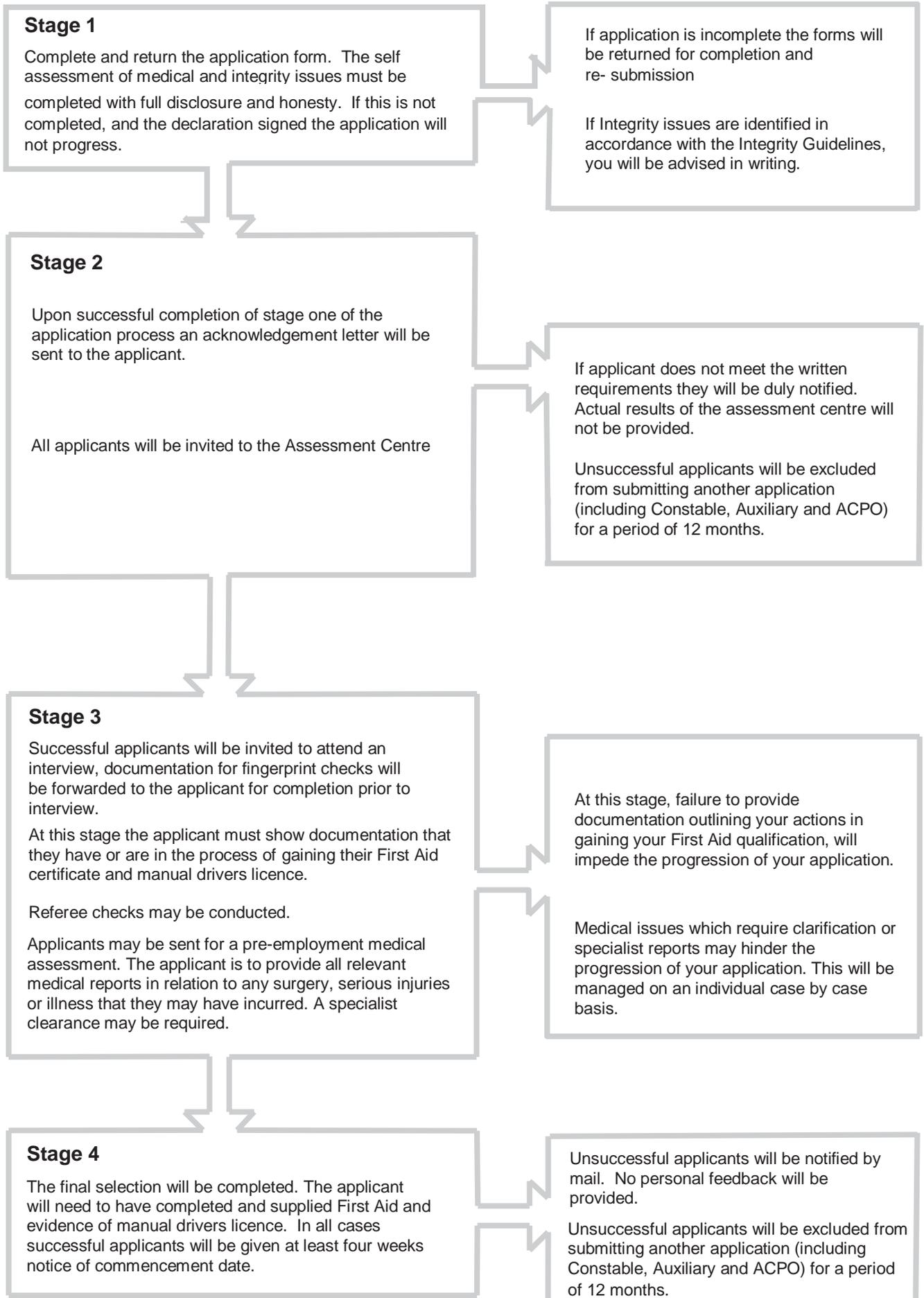
**Completed applications should either be:**

- 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 Accelerated Recruitment Program (ARP) & Reappointee 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 medical information, 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**

<b>Photograph (1) A</b> colour passport photograph must be securely <b>pasted</b> in this space	<b>Photograph (2) A</b> colour passport photograph must be securely <b>pasted</b> in this space	<b>Photograph (3) A</b> colour passport photograph must be securely <b>pasted</b> 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

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, and your typing skills ie wpm @ % accuracy)

### Other relevant skills/certificates

# Family

Relationship	Names in Full	Date of Birth
Husband/Wife/ Defacto	<input type="text"/>	<input type="text"/>
Dependant	<input type="text"/>	<input type="text"/>
Dependant	<input type="text"/>	<input type="text"/>
Dependant	<input type="text"/>	<input type="text"/>
Dependant	<input type="text"/>	<input type="text"/>
Dependant	<input type="text"/>	<input type="text"/>

## Police Service History

### 1. Are you a current serving member of a Police Force?

YES (complete below)       NO (Go to Question 2)

Name of Police Service	Date Joined
<input type="text"/>	<input type="text"/>
Rank	Date Received Last Rank
<input type="text"/>	<input type="text"/>
Service No	Section
<input type="text"/>	<input type="text"/>

### 2. Other or Prior Police Service

Name of Police Service	Date Joined
<input type="text"/>	<input type="text"/>
Rank	Date Received Last Rank
<input type="text"/>	<input type="text"/>
State	Country
<input type="text"/>	<input type="text"/>
Service No.	Section
<input type="text"/>	<input type="text"/>
Dates of Service	
<input type="text"/>	<input type="text"/>
Reason for separation	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

### 3. Have you previously applied to join the NT Police Force

YES (complete below)       NO (Go to Question 4)

Date of application
<input type="text"/>
Reason for non-acceptance
<input type="text"/>
<input type="text"/>
<input type="text"/>

### 4. Other than your current or prior jurisdictions in which you have served, have you previously applied to join any other Police Force?

YES (complete below)       NO (Go to Question 5)

Name of Police Service	Date Joined
<input type="text"/>	<input type="text"/>
Reason for non-acceptance	
<input type="text"/>	

### 5. Have you applied to re-join any of the previous jurisdictions in which you have served?

YES (complete below)       NO (Go to Question 6)

Name of Police Service	Date Joined
<input type="text"/>	<input type="text"/>
Reason for non-acceptance	
<input type="text"/>	

### 6. Have you ever been the subject of any internal investigations or Complaints Against Police whilst serving as a member?

NO       YES

If YES provide circumstances & outcome


### 7. Have you ever had disciplinary action imposed upon you whilst a serving member?

NO       YES

If YES provide circumstances & outcome


# Police Employment History (last five postings)

**Job title**

**Duties**

**Supervisor's contact details** **Tenure**

Title	Describe duties performed	Name	Location
Rank		Title	Commenced
			/ /
		Address, phone and fax numbers	Finished
		/ /	
		Reason for transfer	

Title	Describe duties performed	Name	Location
Rank		Title	Commenced
			/ /
		Address, phone and fax numbers	Finished
		/ /	
		Reason for transfer	

Title	Describe duties performed	Name	Location
Rank		Title	Commenced
			/ /
		Address, phone and fax numbers	Finished
		/ /	
		Reason for transfer	

Title	Describe duties performed	Name	Location
Rank		Title	Commenced
			/ /
		Address, phone and fax numbers	Finished
		/ /	
		Reason for transfer	

Title	Describe duties performed	Name	Location
Rank		Title	Commenced
			/ /
		Address, phone and fax numbers	Finished
		/ /	
		Reason for transfer	

# Employment History

Prior to employment as a Police Officer — and after, if you have recently left your Service/Force. List most current employment history. If complete information is provided in an attached resume, you do not need to complete this section.

**Occupation/Job title**

**Duties**

**Supervisor's contact details Tenure**

Title	Describe duties performed	Name	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Title	Commenced
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	Address, phone and fax numbers	Finished
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	Reason for separation
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Describe duties performed	Name	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Title	Commenced
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	Address, phone and fax numbers	Finished
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	Reason for separation
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Describe duties performed	Name	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Title	Commenced
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	Address, phone and fax numbers	Finished
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	Reason for separation
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Describe duties performed	Name	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Title	Commenced
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	Address, phone and fax numbers	Finished
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	Reason for separation
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Describe duties performed	Name	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Title	Commenced
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	Address, phone and fax numbers	Finished
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	Reason for separation
	<input type="text"/>	<input type="text"/>	<input type="text"/>







# 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

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# 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  Date

Place of birth:  Date of birth

Witness (print name)

Signature (of witness)  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.*

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

Current and previous holders of a Northern Territory Drivers Licence Only.  
Interstate applicants need to contact the 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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