



NORTHERN TERRITORY POLICE AUXILIARY INFORMATION AND APPLICATION PACK

**Aboriginal and Torres Strait Islanders (ATSI), Culturally and Linguistically Diverse (CALD)
and female candidates are encouraged to apply**

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Introduction

The Northern Territory Police Force (NTPF) is an employer of choice due to the vigorous and rewarding work opportunities it provides to all employees. The NTPF is committed to enhancing workplace diversity and values the contributions made by all staff.



This booklet has been developed to provide applicants with information about:

- offered roles, remuneration and conditions for an Auxiliary Officer;
- the required criteria and recruitment process; and
- training, initial application requirements and application forms for submission.

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

The information contained in the booklet is current at the time of printing. Processes and procedures are subject to change without notice.

If applicants 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 Email: PFESRecruitment@pfes.nt.gov.au
Website: www.police.nt.gov.au

Completed applications should either be:
hand delivered to the Recruitment Office: Ground Floor, 43 Knuckey Street, Darwin
or
posted to Northern Territory Police Recruitment
PO Box 39764
WINNELLIE NT 0821



The Police Auxiliary Scheme

The Police Auxiliary Scheme was introduced in 1992. The aim was to employ sworn officers for police duties, which did not require fully trained police officers.

There are two streams of employment, Communications and Frontline Support. The Frontline Support stream incorporates Front Counter, Watch House and Liquor Inspector duties. Applicants for Frontline Support duties will be required to pass the Fit for Purpose Physical Assessment and undertake Defensive Tactics Training.

To meet the demands of the roles, the Northern Territory Police Force (NTPF) is looking for people who not only demonstrate our vision and values but also:

- enjoy a varied and challenging career, have life experience and show leadership and maturity;
- show initiative while accepting the scrutiny and accountability of working in a disciplined organisation;
- are compassionate, tolerant and enjoy a multicultural and diverse atmosphere; and
- possess good oral and written communication skills.



Police Auxiliary - Communications

The Joint Emergency Services Communications Centre (JESCC)

The JESCC is located at the Peter McAulay Centre in Berrimah (Darwin) and was developed using state-of-the-art computer and radio equipment to facilitate the merging of the Police, Fire and St John Ambulance communications needs into the one centre.

The JESCC staff undertake the duties of 'Call Takers' and 'Dispatchers' and include, but are not limited to:

- maintaining radio communications with patrol units, dispatching jobs and recording results;
- providing support in the form of information checks, monitoring safety of the police officers in the field and data entry;
- provide support for all police stations within the Northern Territory; and
- assisting in maintaining Emergency Operations Centre (EOC) in a constant state of preparedness for large-scale emergencies (e.g. terrorism, cyclone, flooding, fire and other natural disasters).

The Role of a Call Taker

A Call Taker is the first member of the Northern Territory Police, Fire and Emergency Services (NTPFES) to whom the public requesting assistance or service will speak to via phone. The calls are received on the '000' or '131 444' phone numbers. A caller may be upset, distressed or even angry, and as such, satisfying their needs and assisting them in difficult times is rewarding work. Showing compassion and empathy are some of the required personal traits when dealing with members of the public.

The Role of a Dispatcher

Dispatchers are responsible for monitoring all Police Officers working within their geographical area. They need to be aware of their location and availability. They are also responsible for monitoring the status of all jobs and allocating them in accordance with determined priorities.

The role of a Dispatcher is challenging but rewarding. They work closely in a team managed by the shift supervisor. To be an effective Dispatcher, applicants must be task focused, a good communicator and work effectively with others. A Dispatcher provides the link between the public reporting an incident and a Police unit being sent to respond.

All positions offered require shift work.

Police Auxiliary - Front Counter

Front Counter Auxiliaries are the first point of contact for members of the public. The role requires courteous service to all clients requesting assistance.

The duties of Front Counter staff include, but are not limited to:

- initial actioning of crime reports, accident reporting, lost/found property reports and other general enquiries;
- registering and issuing of firearms and shooters licences subject to the necessary approval process;
- accurate recording of Bail and Community Service Order reports and matters relating to Domestic Violence Orders;
- ensuring the accurate recording and safe custody of all property/exhibits received; and
- ensuring that shift and/or patrol supervisors are promptly apprised of situations reported at the front counter that require an operational response.

All Front Counter recruits outside of Darwin will be cross-trained in the roles of Police Watch House and Liquor Inspector operations.

All positions offered require shift work.

Police Auxiliary - Watch House

The Watch House is where persons are kept while in Police custody.

The duties of Watch House staff include, but are not limited to:

- receiving, safe custody, welfare, bailing and movement of prisoners at the Watch House;
- accurate recording of all details relating to the reception/custody/welfare/bailing/movement of prisoners in the appropriate journals and computer systems;
- the safe custody and return of all prisoner property;
- performing all duties at the court cells and ensure the safety of all members of the judicial system;
- maintaining currency in first aid, resuscitation procedures and defensive tactics/restraint procedures; and
- undertaking the escort of prisoners from remote locations via Northern Territory Police Air Wing or vehicle as required.

All Watch House recruits outside of Darwin will be cross-trained in the roles of Police Front Counter and Liquor Inspector operations.

All positions offered require shift work.

Police Auxiliary – Liquor Inspector

The key function of a Liquor Inspector is to communicate effectively with staff, licensees and customers of liquor outlets to ensure alcohol-harm minimisation strategies are undertaken in a professional and appropriate manner.

The duties of Liquor Inspector staff include, but are not limited to:

- positive role modelling and mentoring to members of the community;
- policing alcohol purchases through a point of sale intervention in line with legislative powers afforded by the *Police Administration Act* and *Liquor Act*;
- support frontline policing services by providing safe, secure custody and welfare of people in their care and contributing to other operational policing aspects;
- representing the NTPF through effective engagement in a sensitive manner when dealing with local community and service providers;
- assisting in the promotion of awareness of social issues around alcohol harm and harm minimisation strategies undertaken by the NTPF; and
- striving to create an environment that offers personal safety and the protection of personal property.

All Liquor Inspector recruits will be cross-trained in the roles of Police Watch House and Front Counter operations.

When performing Liquor Inspector duties all officers are fully trained to carry and use approved equipment. The minimum requirement for all officers is a Firearm, TASER, Spare Magazine, Baton, Handcuffs and Aerosol Subject Restraint.

All positions offered require shift work.

Overview of the Trainee Auxiliary Program

Trainee Auxiliary Programs are between 6 and 12 weeks in duration depending on the stream. Training is conducted in Darwin or Alice Springs, and applicants are advised accordingly.

Posting

Upon graduation Auxiliaries are posted to the location dependant on their chosen stream and operational requirement:

- Communications – Darwin
- Frontline Support
 - Front Counter – Darwin, Katherine, Tennant Creek or Alice Springs.
 - Watch House – Darwin, Katherine, Tennant Creek or Alice Springs.
 - PALI – Katherine, Tennant Creek or Alice Springs.

Probation

A probation period of 12 months (including training) is applicable for all Auxiliary Officers.

Remuneration

Police Auxiliary Officers enjoy attractive remuneration which includes a number of allowances. The annual salary rates, including EBA increase, are mentioned below and are current as at 30/6/2017;

| Rank | Base Rate | Inclusive of 20% Consolidated Allowance |
|---------------------------------|-----------|---|
| Trainee Auxiliary | \$53,665 | Allowance not paid during training |
| Auxiliary Level 1 | \$53,665 | \$64,398 |
| Auxiliary Level 2 | \$55,810 | \$66,972 |
| Auxiliary Level 3 | \$58,043 | \$69,651 |
| Auxiliary Level 4 | \$60,365 | \$72,438 |
| Auxiliary 1 st Class | \$62,779 | \$75,334 |
| Senior Auxiliary 6 years | \$65,605 | \$78,726 |
| Senior Auxiliary 10 years | \$68,229 | \$81,874 |
| Senior Auxiliary 15 years | \$70,959 | \$85,150 |
| Senior Auxiliary 20 years | \$73,797 | \$88,556 |

As per the Northern Territory Police Force Consent Agreement 2017 new Police Auxiliaries commencing in the JESCC will receive remuneration at Police Auxiliary level 3 for the term of the agreement.



Allowances

Consolidated Shift Allowance

The Consolidated Shift Allowance is 20% of the officer's annual salary. Payment of this allowance starts at the commencement of duties at their geographical location at the completion of training.

General Policing Allowance

Auxiliary officers performing frontline roles will receive the General Policing Allowance of 5% of their annual salary, however, this is subject to qualification requirements.

Night Shift Allowance

All Auxiliary officers who work cyclic rostered shift work, will be paid an allowance of 15% of the officer's base annual salary per each night shift.

Conditions of Employment

Hours of duty

All Auxiliary officers are required to work a 40 hour week or an average of 40 hours per week over a roster period.

Leave entitlements

All Auxiliary officers are entitled to:

- annual leave of 280 hours per year;
- sick leave provision's; and
- long service leave of four months after ten years of service.

An Auxiliary officer, 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 for continuous training and/or full time classes or courses of instruction as arranged by the Australian Defence Force.

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.

NTPF acknowledges and respects that some applicants may have cultural or religious beliefs that may require the organisation to consider providing special items. The NTPF will give all such requests appropriate consideration and will work with an applicant to reach a satisfactory arrangement.



Superannuation

In accordance with the Federal Government requirements, the NTPF will contribute an amount equal to 9.5% of the officer's salary into a superannuation fund.

Selection Process

The recruitment process is divided into a number of stages. All stages are designed to assess the suitability of the applicant to undertake both the academic contents of the Police Auxiliary course and the subsequent demands of the role. The NTPF is an employer of choice, therefore gaining employment is a competitive process which will take a few months to complete. All applicants are notified promptly at the end of each stage. The NTPF does not provide individual feedback due to resource constraints.

The following is a guide only and may change without notice:

1. Initial application

An initial application is made by submitting completed application forms and supporting documentation. A checklist and all required forms are included at the end of this pack.

2. Integrity, Criminal History and Driving and Traffic Checks

Applicants must make full disclosure of all criminal and civil proceedings, all spent convictions, all traffic offences including infringement notices (tickets), all court appearances and all offences committed as a minor. Absolute integrity is a central requirement for policing, and as such, failure to disclose any information may result in your application being withdrawn or if appointed, termination of your appointment. The Integrity Panel Assessment Guidelines on pages 17 - 24 provide further information on this matter.

All applicants are to provide criminal and traffic history from each location they have lived whether in Australia or overseas.

3. Written Assessment

Those applicants deemed suitable after initial assessment will be invited to attend a written test. The written test includes:

- reading, numeracy and writing tests; and
- suitability testing.

Examples of the above are found on pages 14 - 16.

4. Panel Interview

Upon successful completion of the written test, applicants undertake a structured interview to assess their suitability for the role. This interview will take approximately one hour. It is not expected that applicants will have an in-depth knowledge of Northern Territory law, policy and procedure. The interview is an assessment of applicant's attitude and behaviour and gives interviewers an insight into an applicant's thought processes.



5. Fit for Purpose Physical Assessment

Following the interview stage, Frontline Support applicants may be shortlisted to participate in the Fit for Purpose Physical Assessment. The Fit for Purpose test has been designed to assess each participant's ability in performing realistic daily functional fitness movements generally encountered by frontline Police Officers regardless of age or gender.

An outline of the course can be found on pages 12 - 13.

6. Medical Examination

Prior to appointment to the NTPF, applicants must be certified "medically fit" by an approved medical practitioner. Applicants will be invited to attend a medical examination where full disclosure, supported by appropriate medical documentation, must be provided at the time of attendance. An assessment on the physical fitness and functional ability of an applicant to perform the role will be conducted against the medical standards of the NTPF.

7. Referee Reports

Applicants are required to nominate:

- one character referee - someone who has known you personally for at least two years and is not a relative; and
- two professional referees - including your current employer. If you are self-employed or unemployed you must nominate your most recent employer. Please note, the NTPF 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.

8. Final selection

All applicants who successfully progressed through all stages will be considered for appointment. At the conclusion of this process applicants will be notified about the outcome of their application.

Essential Criteria

There are a number of standards which applicants will be assessed against throughout the selection process. The criteria required for appointment as a Trainee Auxiliary with the NTPF 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 an applicant's health, physical abilities, criminal history and driving/traffic record. As applicants proceed through the recruitment process they will be required to present documentation to support their self-declarations, such as driving records and medical examination reports.

Failure to disclose relevant information or providing false information may adversely affect the application.

Criteria for Application

To be eligible to apply to the NTPF as an Auxiliary, applicants must:

- be at least 18-years-old at the commencement of training;
- be an Australian Citizen or have permanent residency, be a New Zealand Citizen or be a New Zealand Citizen eligible for a Special Category Visa;
- have Year 10 or equivalent education level;
- have general computing skills including the use of Microsoft Word, email, internet and required typing proficiency; and
- be physically fit and healthy. The medical questionnaire supplied in this booklet must be completed and submitted with the application.

In addition, applicants for individual streams must meet the following essential criteria:

Communications

- capability to obtain a typing certificate indicating typing ability of 28wpm with 85% accuracy. Online certificates will NOT be accepted.

Frontline Support

- possess a current provisional or open driver's license to drive a manual motor vehicle.

Criteria for appointment

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

- possess a first aid qualification equivalent to the national "Provide First Aid" standard also known as Apply First Aid/Senior First Aid. This certificate must be current and not expire during the training period.



Character Assessment

Throughout the recruitment process an applicant's strength of character and life experience will be assessed. The following criteria will be considered:

- life and work experience;
- referee support; and
- integrity and any other enquiry as deemed fit.

Past or Current Serving Police Officers and Australian Defence Personnel

Enquiries will be made with an applicant's respective service to obtain information about their conduct and disciplinary history. This will involve all internal disciplinary matters, courses, deployments and work performance.

NTPF Trainee Auxiliary Course

The NTPF 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 diverse workforce.

The NTP Trainee Auxiliary Program aims to give Trainee Auxiliary Officers the skills, knowledge and confidence to undertake general policing duties. It provides training to develop the physical abilities required for the role with daily physical fitness sessions, defensive tactics and firearms training.

Physical fitness sessions include:

- running and cycling;
- weight training, flexibility and core stability;
- obstacle course, pursuit runs, search and rescue training and team activities; and
- boxing, tackling, wrestling and operational safety training circuits.

Fit For Purpose Physical Assessment - Information

The fit for purpose fitness test is used to determine an applicant's ability to perform the physical demands inherent to operational policing. A medical clearance is a mandatory requirement prior to taking part in the fitness testing.

Before testing please consider the following:

- food intake;
- hydration;
- suitable footwear and clothing;
- applicants should not undertake heavy training the day before testing; and
- applicants should not consume alcohol or cigarettes prior to testing.

All participants attending on the day of testing will be provided with a full brief and demonstration of the course and tasks involved. No second attempts will be allowed on that testing day.



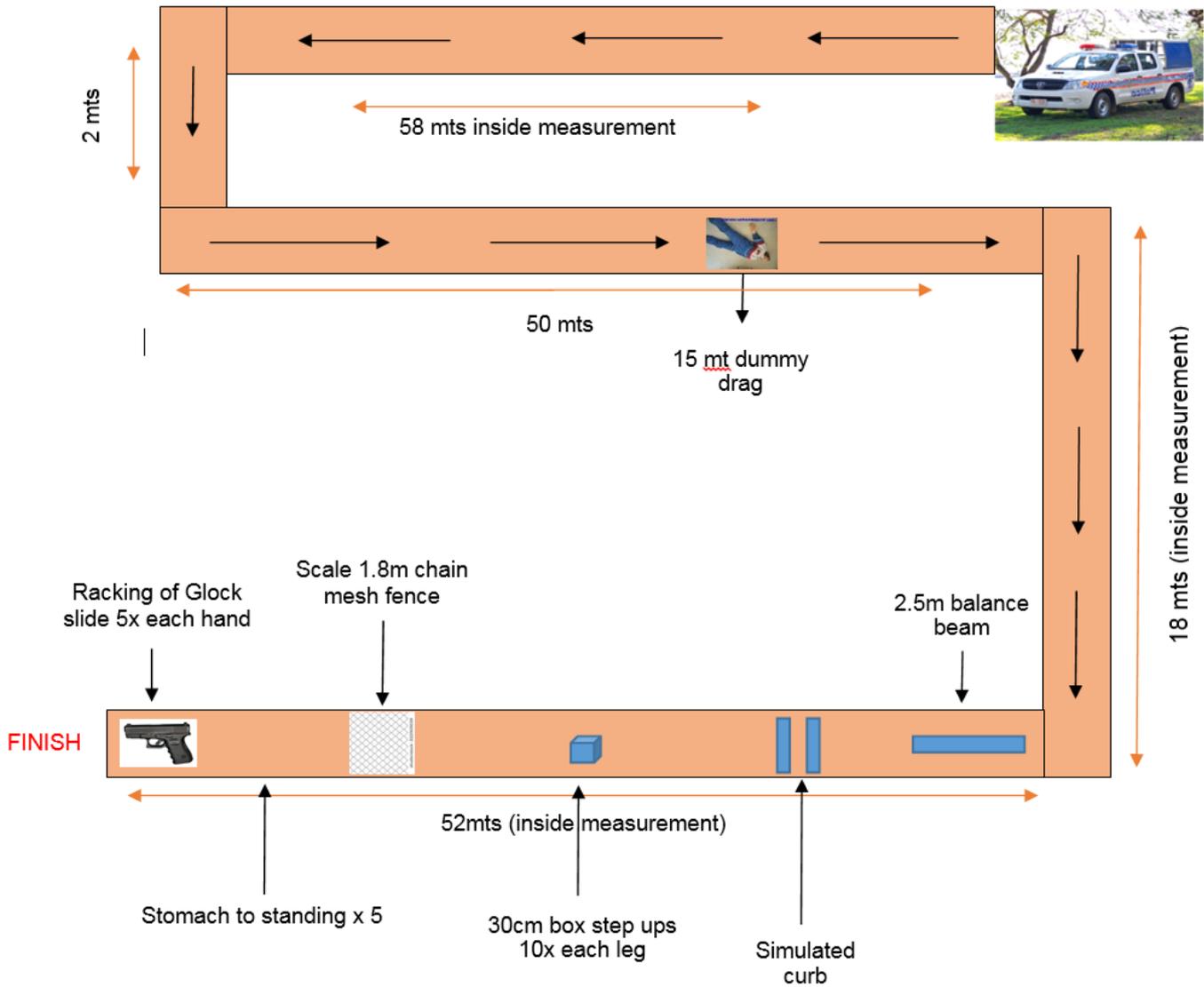
Participants are required to complete the course in under 2:40 minutes. Applicants for PALI will also wear a weighted vest approximately 10kg. The course is approximately 180 metres overall and includes seven tasks.

The participant commences the course seated in a vehicle with the seatbelt buckled and are provided with five descriptives of an imaginary suspect. Time starts once the participant is instructed to commence. The participant exits the vehicle and runs for approximately 85 metres before encountering the first of the following seven tasks:

1. **70kg Dummy Drag** – The participant is required to safely lift a 70kg dummy off the ground by grabbing it under the armpits and dragging it backwards for 15 metres, before safely placing it on the ground and continuing on;
2. **Balance Beam** – The participant next negotiates a balance beam. This must be completed without falling or stepping off. The beam is approximately two metres long and is flat on the ground;
3. **Simulated curb hurdle** – The participant continues running, stepping over two tyre stops approximately 15cm high and approximately one metre apart to simulate hurdling curbs;
4. **Step ups** – This task involves the participant performing 20 step ups onto a 30cm high box, simulating running up a flight of stairs. The participant must do 10 step ups leading with the right foot and then 10 leading with the left;
5. **Fence scale** – Requires the participant to scale a 1.8 metre high chain mesh fence and get to the other side;
6. **Stomach to standing** – The participant starts in the standing position then goes to the ground and down onto their stomach, placing their arms straight out from their sides. This task is to be repeated four more times for a total of five; and
7. **Firearm manipulation** – Utilising a training firearm the participant is required to rack the slide of the firearm five times with each hand.

At the conclusion of the last task the participant is required to repeat at least three of the five descriptives provided at the start of the course.

Fit For Purpose Fitness Test Diagram



Recruitment Reading, Numeracy and Writing Tests

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

READING ABILITY TEST

Question:

The population of Australia is now approximately 24 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/h. 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 are of a 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.

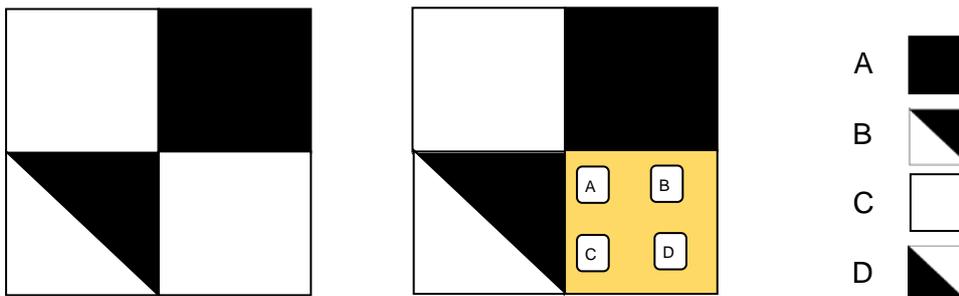
- | | | | | |
|----------------|----------|-----------|-------------|-----------|
| (i) SMALL | blue | little | noisy | dry |
| (ii) OBVIOUS | abstract | local | sharp | clear |
| (iii) PUNITIVE | weak | rewarding | retributive | erroneous |

Answers:

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

Example:

Show which block goes in the shaded square to make this design;



Answer: C

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.

Examples:

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**

Northern Territory Police Assessment Guidelines for Recruiting staff and the Integrity Panel

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| <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 Panel 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 Panel 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 Panel may approve the applicant remaining in the selection process, taking into account:</p> <ul style="list-style-type: none"> 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>Simple Offences Common Assault, Criminal Damage</p> | <p>Recruitment staff should refer to the Integrity Panel for consideration of whether the applicant should remain in the selection process.</p> <p>The Panel 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; any other criminal / misconduct history; the gravity of offence; the applicant’s conduct since the offence; and any other relevant consideration. <p>For matters involving Criminal Damage where the applicant was under 14 years of age, dependant the explanation provided by the applicant, the Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> |

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| <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:</p> <ul style="list-style-type: none"> 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>In all other cases and cases of doubt recruiting staff will refer to the Superintendent Indigenous Employment Recruitment and Selections.</p> <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Integrity Panel 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 – 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>Official Police Caution for Crimes, Drug Offences (under 18years)</p> | <p>In all cases refer to the Integrity Panel.</p> <p>The Panel 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>All cases should be referred to the Superintendent Indigenous Employment Recruitment and Selections for evaluation and a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Panel 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. |

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| <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 Panel for evaluation and determination based on individual circumstances and applicants may be excluded for a period to be determined by the Panel.</p> |
| <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 will refer to the Superintendent Indigenous Employment Recruitment and Selections.</p> <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Integrity Panel 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>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 by the Superintendent Indigenous Employment Recruitment and Selections. This assessment may include obtaining a transcript of the Court hearings and findings of fact made by the Magistrate.</p> <p>All bankruptcy matters to be referred to the Integrity Panel for evaluation and determination based on circumstances of each individual case and applicants may be excluded for a period to be determined by the Panel.</p> |

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| <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 the Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Integrity Panel 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>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>The Superintendent Indigenous Employment Recruitment and Selections may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> the offence was committed less than 10 years ago. <p>In all other cases and cases of doubt recruiting staff should refer to the Superintendent Indigenous Employment Recruitment and Selections.</p> <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Panel 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 – for instance high readings; any other criminal / misconduct history; the applicant's conduct since the offence; and any other relevant consideration. |

| | |
|--|---|
| <p>Drug 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 offence was committed more than 10 years ago and there are no circumstances of aggravation <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel taking into account;</p> <ul style="list-style-type: none"> the offence was committed less than 10 years ago circumstances surrounding the offence <p>In all other cases and cases of doubt recruiting staff should refer to the Superintendent Indigenous Employment Recruitment and Selections.</p> <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Panel 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(s) – 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>Driving whilst Disqualified Offences</p> | <p>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel, 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; circumstances surrounding the disqualification <p>The Panel 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 (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), Recruitment staff to refer to the Superintendent Indigenous Employment Recruitment and Selections who will assess the number, nature and timeframe of offences to determine overall gravity of traffic history.</p> <p>If 6 or more offences and the most recent offence committed is less than 2 years ago. The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Panel 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>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 Panel 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 Panel.</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 will be referred to the Superintendent Indigenous Employment Recruitment and Selections who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>An applicant who accidentally or inadvertently makes an error or omission may continue to be considered. The onus is on the applicant to provide further information to support their reasons for the error or omission. The matter including the applicant's reasons for the error or omission is to be referred to the Integrity Panel for evaluation and a determination based on the circumstances and gravity of the applicant's conduct.</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 information that has been volunteered from any other source, should be referred to the Superintendent Indigenous Employment Recruitment and Selections to be individually assessed for credibility and a determination made as to whether the applicant proceed to testing or be referred to the Integrity Panel after considering the gravity of the concerns.</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. Any concerns should be referred to the Superintendent Indigenous Employment Recruitment and Selections who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</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>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>The Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> |

| | |
|--|--|
| <p>Court Outcomes re Offences</p> <p>No Conviction Recorded</p> <p>Charged but not found guilty Nolle Presqui</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 Superintendent Indigenous Employment Recruitment and Selections will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>The Integrity Panel will review the available evidence regarding the alleged offence, and will reach its own conclusion regarding the applicant's standard of conduct.</p> <p>Where charges have undergone committal proceedings and committed to the Supreme Court, the Integrity Panel will take into account that the Magistrate had to be satisfied that a 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> <p>Any applicant that reveals a significant history of complaints or disciplinary proceedings will be referred to the Superintendent Indigenous Employment Recruitment and Selections who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> |
| <p>Exclusion from other policing jurisdictions</p> | <p>Applicants who are currently excluded from applying to other policing jurisdictions will have their applications and reasons for exclusion reviewed by the Superintendent Indigenous Employment Recruitment and Selections for a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> |
| <p>Failure to respond to correspondence</p> | <p>Applicants who fail to respond to a receipted email requesting further information regarding their criminal history will be referred to the Superintendent Indigenous Employment Recruitment and Selections for a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</p> <p>In the absence of further information the Integrity Panel will review the available evidence regarding the alleged offence, and will reach its own conclusion regarding the applicant's standard of conduct and required period of exclusion.</p> |

Auxiliary 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.

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.

APPLICANTS MUST COMPLETE ALL SECTIONS OF THE APPLICATION THEMSELVES AND IN THEIR OWN HANDWRITING.

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

- Completed, signed and witnessed application form (pages 35 - 47).
- 3 passport photographs. Photos can be taken at most post offices.
- 100 points of Certified Identification. A list of documents that can be used is located on page 46.
- Certified copy of your Birth Certificate or Extract. If using this as part of your 100 points of ID only **one** copy is required
- Certified true copy of Drivers Licence if applicable to criteria. If using this as part of your 100 points of ID only **one** copy is required
- If not born in Australia, evidence of Permanent Residency or Australian or New Zealand Citizenship.
- Certified true copy of Change of Name or Marriage Certificate if applicable.
- Current resume outlining your professional and educational experience.
- Certified true copy of any further studies you may have completed
- Driving/Traffic History, including demerit points, from every jurisdiction you have held a licence.

The following documents must be supplied by stage 3:

- Certified true copy of a current First Aid Certificate
- Computer / Typing competency

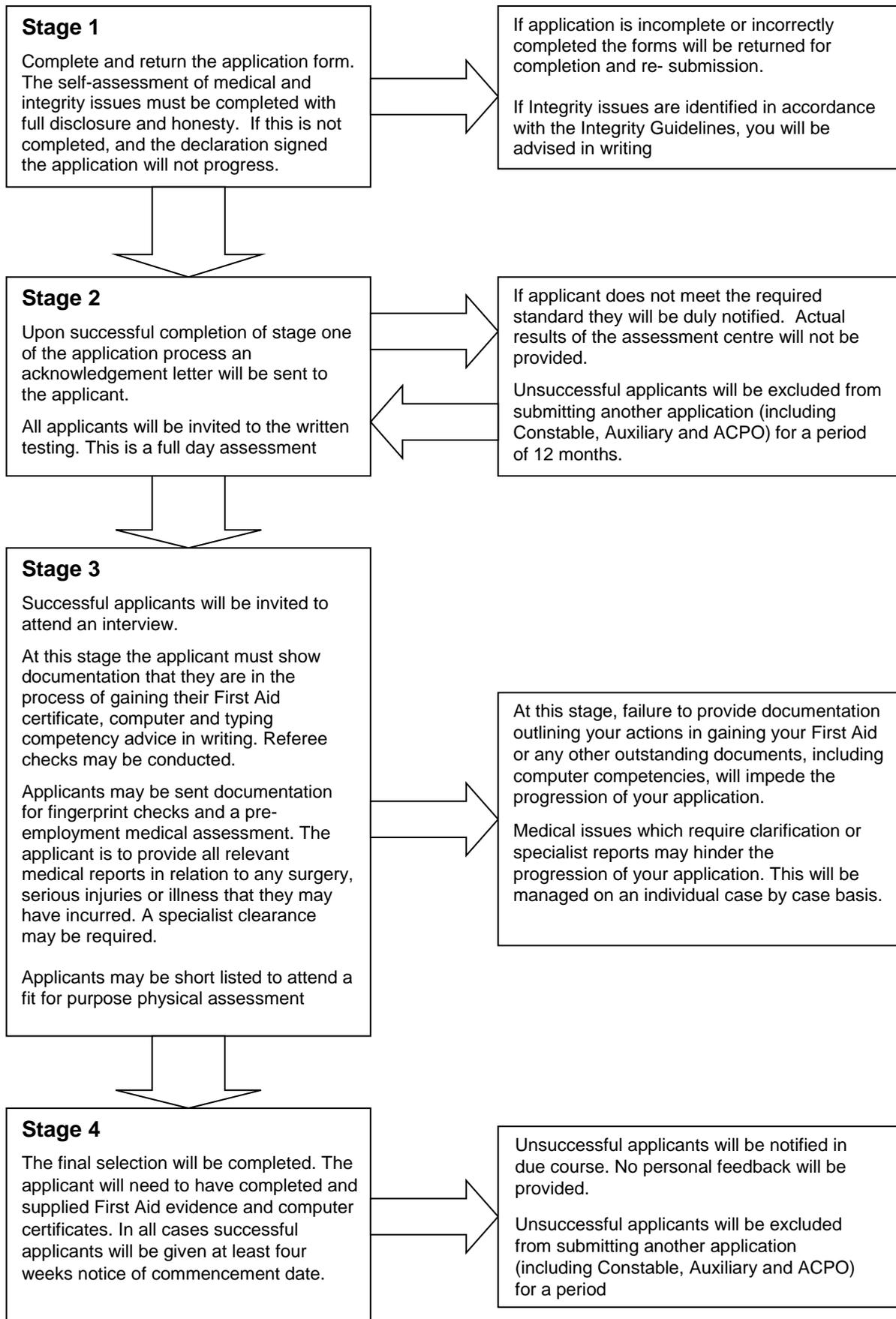
Please DO NOT send your application in a binder/folder of any type. Send ONLY the application with supporting documentation. Place all supporting documents behind the application – **DO NOT** place them through the application pages.

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 Ground Floor, 43 Knuckey Street, Darwin;
or
posted to - Northern Territory Police Recruitment Office
PO Box 39764
WINNELLIE NT 0821

Recruitment Flow Chart



NT Police Auxiliary 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 write 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 secured to this space

Photograph 2
A colour passport photograph must be secured to this space

Photograph 3
A colour passport photograph must be secured to this space

| | |
|---|--|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Front Counter |
| <input type="checkbox"/> Watch House | <input type="checkbox"/> Police Auxiliary Liquor Inspector |

SURNAME (Family Name)

GIVEN NAMES (In Full)

| | | |
|---|---|---|
| Date of Birth | Age | Gender |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Postal Address

| | |
|---|---|
| State | Postcode |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Residential Address

| | |
|---|---|
| State | Postcode |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Contact Details

| | |
|---|---|
| Home | Work |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Mobile <input style="width: 100%;" type="text"/> | |
| Email Address <input style="width: 100%;" type="text"/> | |

| | |
|---|---|
| Marital Status | No. of Dependants |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Current Employer

Occupation

How did you first become aware of NT Police Recruiting?

| | | |
|--|--|--|
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Television | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Career Search | <input type="checkbox"/> Magazine | <input type="checkbox"/> Expo/Display |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other Publication |
| <input type="checkbox"/> Other | <input type="checkbox"/> NT Police Website | |

Please Specify (i.e. NT News, Facebook, Seek.com etc.)

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 |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

If NOT born in Australia...

(a) Date of arrival:

(b) Are you an Australian Citizen? YES NO

If YES, date attained:

(c) Do you have Permanent Residency? YES NO

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

If YES to any of the above, provide evidence

What is your Nationality?

Are you of Aboriginal or Torres Strait Islander Descent?

| | |
|---|---|
| <input type="checkbox"/> Yes - Aboriginal | <input type="checkbox"/> Yes - Torres Strait Islander |
| <input type="checkbox"/> Yes - Both | |

OFFICE USE ONLY

Date Received

Receiving Officer _____

Reference No.

Entering Officer _____

Height, without shoes (cm)

Weight, stripped (kg)

Hepatitis B immunised? YES NO

Do you wear glasses?

If YES, provide details i.e. long sighted YES NO

Do you wear contact lenses?

If YES, provide details i.e. long sighted YES NO

Do you have defective colour vision?

If YES, provide details i.e. protan deficient YES NO

Do you suffer from any hearing defects?

If YES, provide details YES NO

Do you suffer from any physical disabilities?

If YES, provide details & medical reports YES NO

No. of Schools attended

Highest education level completed:

Year 10 11 12 University

Last educational faculties attended

High School:

University:

Date left high school: / /

Drivers Licence

Number

State Expiry / /

In which state/territory have you held a licence?

ACT SA NSW QLD NZ
 NT WA VIC TAS

National Provide First Aid certificate YES NO

Further studies certification

Trade certificates

Computer Skills (outline programs you have experience using)

Other relevant skills / certificates

Family

| RELATIONSHIP | NAMES IN FULL | DATE OF BIRTH |
|--------------------------|----------------------|----------------------------------|
| Husband/Wife/ Defacto | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |
| Dependant | <input type="text"/> | <input type="text" value="/ /"/> |

Police Application History

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

YES NO – Go to question 2

If YES, date of previous application

Reason for or stage of non-acceptance

Date of previous application

Reason for or stage of non-acceptance

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

YES NO

If YES, which Police Service have you applied to?

State Date

Reason for or stage of non-acceptance

State Date

Reason for or stage of non-acceptance

State Date

Reason for or stage of non-acceptance

Police Service History

1. Are you or have you ever been a member of any Police Service?

YES – Go to question 2 NO

2. If YES, which Police Service are/were you serving with?

Your rank or classification

| Service number | Date enlisted | Date resigned/terminated |
|----------------------|----------------------------------|----------------------------------|
| <input type="text"/> | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |

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 details (circumstances, date etc.)

Referees

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

| 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 acquaintance <input type="text"/> <input type="text"/> | Nature & length of acquaintance <input type="text"/> <input type="text"/> | Nature & length of acquaintance <input type="text"/> <input type="text"/> |
| Contact telephone number <input type="text"/> <input type="text"/> | Contact telephone number <input type="text"/> <input type="text"/> | Contact telephone number <input type="text"/> <input type="text"/> |
| Email address <input type="text"/> <input type="text"/> | Email address <input type="text"/> <input type="text"/> | Email address <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 Auxiliary 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.

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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 | <input type="text"/> | Date | <input type="text" value="/ /"/> |
| Place of birth | <input type="text"/> | Date of birth | <input type="text" value="/ /"/> |

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

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 (in full)

Date of Birth / / Gender

Height (cm in bare feet) Weight (kgs stripped)

Residential Address

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

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

Provide full details to the following questions where applicable

- | | | |
|--|------------------------------|-----------------------------|
| 21. Do you wear visual aids? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 22. Are you colour blind to any degree? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 23. Have you undergone any operation, including laser surgery, in your lifetime? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 24. Are you presently consulting a medical practitioner for any illness or injury? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 25. Are you receiving and medical treatment or taking any medication? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 26. Do you have, or have you ever had, any other illnesses or injuries (other than those which are minor)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 27. Are you aware of any circumstances regarding your health or fitness which would render you unable to carry out the occupational requirements of a member of the Police Force and complete the physical training program uninterrupted? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

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

Details (include year of onset, treatment and current condition. Ensure you number the response)

No. _____

| |
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No. _____

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No. _____

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No. _____

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No. _____

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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 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 shooter 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"/> |

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 Names
(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): (Mobile):

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, Police Recruitment Section
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 or involve me.

Print Name: Signed:

In the presence of: Signed:

..... 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 requests. 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 08 8985 8926.

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Northern Territory Police Auxiliary

Computer Skills Competency Advice

An essential criteria 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: _____

Date: _____

Computer Competency Checklist

PROGRAMS

- MS Word
- MS Office
- MS Excel
- PowerPoint
- Outlook
- Internet

FREQUENCY OF USE

- | | | |
|--------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |

Other: _____

| | |
|-------------------------|--|
| Signature of Applicant: | |
| Date: | |
| Signature of Employer: | |
| Date: | |