

CAREER PLANNING AND SELF-ASSESSMENT FOR UNIFORMED ORGANISATIONS



Learning Outcome 1

Know the application and selection process for uniformed organisation employment.



U3 Task 1

AC 1.1 Describe the current entry requirements for jobs in contrasting uniformed organisations.

You need to identify and describe **THREE** entry requirements for each of the following jobs.

Job: Army officer	
1	
2	
3	

Job: Police officer	
1	
2	
3	



U3 Task 2

AC 1.2 Describe the application and selection process for contrasting jobs in uniformed organisations.

Having helped your friend find the entry requirements linked with being an Army officer and a Police officer you now agree to help him look at the actual process of application and selection. You decide to choose three stages for each of the two jobs that you believe to be the most important.

Describe THREE stages of the application and selection process for each of the following jobs.

Job: Army officer	
1	
2	
3	

Job: Police officer	
1	
2	
3	



Learning Outcome 2

Know the skills and qualities required for a job in the uniformed organisations.



U3 Task 3

AC 2.1 Describe the different skills and qualities required for a specific job in the uniformed organisations.

Think about the work of a **paramedic** and the skills and qualities that someone in that job might need. Remember that paramedics are senior healthcare professionals, who attend to medical emergencies, as well as providing aid and hospital transport to people in non-emergency situations. When they arrive at the scene of an accident, for example, they are responsible for assessing the situation and providing any immediate medication or treatment that may be required. Paramedics undergo extensive training and testing to ensure their professionalism.

In the table below there are three skills and three qualities listed. You should **describe** why a **paramedic** requires each of these skills and qualities.

Skill	Description
Team working	
Communication	
Organisational ability	

Quality	Description
Self-discipline	
Commitment	
Punctuality	



Learning Outcome 3

Be able to complete an application for a role in a uniformed organisation.



U3 Task 4

AC 3.1 Carry out a personal skills audit for a specified job in a uniformed organisation.

Think about the role of a **firefighter** and the skills and qualities that this job will require. Imagine that you are thinking of becoming a firefighter and:

- **Select** from the list below **FOUR PERSONAL SKILLS AND QUALITIES*** that you consider would be important if you were to do this job.
- Rate each of the four skills and qualities according to your ability.
- Give each of the four skills and qualities a priority for development that you would need to be successful in this job.

*SKILLS AND QUALITIES

Self-discipline
 Commitment
 Pride in appearance
 Team working

Determination
 Punctuality
 Problem solving
 Communication

Job: Firefighter						
Personal skills and qualities I consider to be important for this job	My ability rating			My priority for development of this skill		
	I do this well	OK but I need more practice	I cannot do this	Very important	Quite important	Not important

**U3 Task 5****AC 3.2** Complete an application for a job in a specific uniformed organisation.

Complete the following application form.

**NOTE:**

- Personal information submitted in this application form does **not** have to be your own personal private information, but must be consistent and appropriate for a person making an application for the job being applied for.
- **Personal contact details and your date of birth should NOT be your own in order to protect your details under the Data Protection Act.**
- When selecting the names and addresses of your two referees, they should not be family members. Referees will not be contacted, but the names and contact details you give should be complete and appropriate for this type of job application.
- Note that a postal address should include a house number/name, a street or road, a town and a postcode.

Mock Application Form | This document is for BTEC only
THIS APPLICATION FORM MUST BE COMPLETED IN BLACK INK

1. PERSONAL DETAILS

Surname:

Forenames (in full):

Date of birth:

Age:

Title (Mr/Mrs/Miss/other):

House name/number and street:

Town:

County:

Postcode:

Country:

Contact Telephone Number:

Mobile Number:

E-mail:

2. SERVICE

I wish to apply to join the:

- | | |
|--|---|
| <input type="checkbox"/> Royal Navy | <input type="checkbox"/> Royal Navy Reserve |
| <input type="checkbox"/> Royal Marines | <input type="checkbox"/> Royal Marines Reserve |
| <input type="checkbox"/> Regular Army | <input type="checkbox"/> Army Reserve |
| <input type="checkbox"/> Royal Air Force | <input type="checkbox"/> Royal Air Force Reserves |
| <input type="checkbox"/> Police Service | <input type="checkbox"/> Ambulance Service |
| <input type="checkbox"/> Fire and Rescue Service | |

3. JOB PREFERENCE

I wish to apply for entry as a:

My suitability for this role and the reason for my choice is:

4. ETHNIC MONITORING

Please select **ONE** choice in **Section 1** (national identity) and **ONE** choice in **Section 2** (Ethnic Background). Tick the box next to the appropriate number/letter.

Section 1 (select one)

- | | | | |
|---|---|---|-----------------------------------|
| 1 | <input type="checkbox"/> British or Mixed British | 4 | <input type="checkbox"/> Scottish |
| 2 | <input type="checkbox"/> English | 5 | <input type="checkbox"/> Welsh |
| 3 | <input type="checkbox"/> Irish | 6 | <input type="checkbox"/> Other |

Section 2 (select one)

- | | | | |
|--------------|---|------------------------------------|--|
| ASIAN | | MIXED ETHNIC BACKGROUND | |
| A | <input type="checkbox"/> Bangladeshi | I | <input type="checkbox"/> Asian & white |
| B | <input type="checkbox"/> Indian | J | <input type="checkbox"/> Black African and white |
| C | <input type="checkbox"/> Pakistani | K | <input type="checkbox"/> Black Caribbean and white |
| D | <input type="checkbox"/> Any other Asian background | L | <input type="checkbox"/> Any other mixed ethnic background |
| BLACK | | WHITE | |
| E | <input type="checkbox"/> African | M | <input type="checkbox"/> Any white background |
| F | <input type="checkbox"/> Caribbean | ANY OTHER ETHNIC BACKGROUND | |
| G | <input type="checkbox"/> Any other black background | N | <input type="checkbox"/> Any other ethnic background |
| H | <input type="checkbox"/> Chinese | | |

5. NATIONALITY

Nationality now:

At birth if different:

Place of birth: (Town)

County:

6. CIVILIAN OFFENCES

Please tick the appropriate boxes at each question.

- a. Are you currently under either a supervision or a probation order? Yes No
- b. Are you subject to any police investigation, due to appear in a military, Civil Criminal Court or awaiting a summons to appear in Court? Yes No
- c. Do you have convictions which are deemed to be unspent under the Rehabilitation of Offenders Act 1974? Yes No

7. MEDICAL

a. Do you meet the basic medical eligibility requirements listed? Yes No

b. Please give your: height weight

11. RESIDENCY OF RELATIVES AND CLOSE FRIENDS

Do you have any relatives (including parents, in-laws, and step relatives) or close friends with whom you have, or have had, regular contact, or have lived (including deceased) overseas?

Yes No

12. EDUCATION AND QUALIFICATIONS

a. **School/College attended.** Please state the schools or colleges or establishments of further education you attended from the age of 13 years old:

Name and address of school/college	Attended from/to	Reason for leaving

b. Academic qualifications.

i. Do you possess any GCSEs or other equivalents at Grade C/Grade 4 or above in:-

- English language
- Maths
- Physics or physics-based subjects

ii. How many other GCSEs, or equivalents, do you have at Grade C/Grade 4 or above?

iii. Do you possess any higher qualifications, such as A levels, A/S levels, Scottish Highers, BTEC, HNC, HND or Degree?

Yes No

iv. How many A levels, or equivalents, do you have at Grade E or above?

13. EMPLOYMENT DETAILS

Please tick/complete:

- a. Are you: In full-time/part-time education at School/College
unemployed
- b. Are you currently an indentured apprentice? Yes No
- c. If you are or have been employed (part-time or full-time) complete the following, starting with your latest employment:

Name and address of employer	Period employed		Position held	Salary or wage	Reason for leaving
	From	To			

14. YOUTH ORGANISATIONS

Organisation	Dates		Role/Rank	Achievement
	From	To		

15. DRIVING LICENCE

Do you hold a driving licence? Yes No

a. If YES is it: A FULL licence
 A PROVISIONAL licence
 A FOREIGN licence
 List categories: and your driver number:

b. If you have any penalty points, please list how many:

16. REFEREES
 (you must provide two referees who are not related to you)

Referee 1

Title	Initials	Surname	Address (including postcode)	Position/ Occupation	How long have they known you?

16. REFEREES
Referee 2

Title	Initials	Surname	Address (including postcode)	Position/ Occupation	How long have they known you?

APPLICANT CONFIRMATORY DECLARATION

I declare that the answers and the information given above are correct to the best of my knowledge.

Signature: _____ **Date:** _____