



HM Prison &  
Probation Service

## Prison Officer Recruitment **HMP Belmarsh**



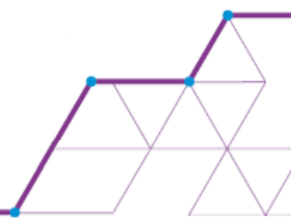
# HMP Belmarsh Candidate Pack





HM Prison &  
Probation Service

# Prison Officer Recruitment HMP Belmarsh



HMP BELMARSH

Welcome

The Recruitment Process

Your Recruitment Assessment Day

HMPPS Equality Statement





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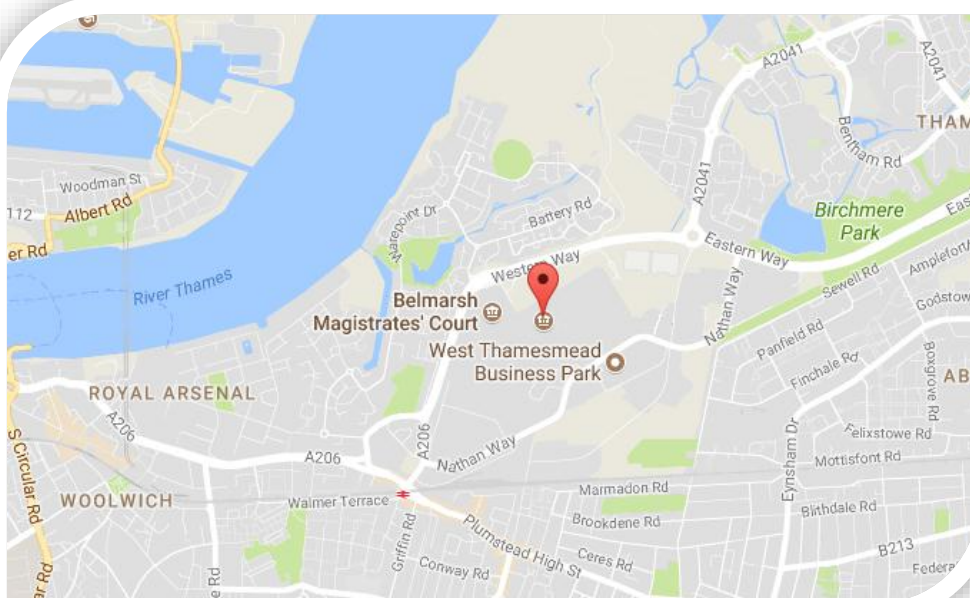
## Prison Officer Recruitment HMP Belmarsh

**Thank you for your interest in applying to become a Prison Officer at HMP Belmarsh. We're delighted you're interested in our Prison.**

By applying here, you have automatically been entered into a new pilot recruitment scheme. We're aiming to look at how we do things faster and help ensure the process is a positive experience.

This pack contains everything you need to know about our recruitment process. From application, through to booking on your training, we hope you find it useful.

If, after reading this pack you have any questions, you can get in touch with us at [PrisonOfficerPilots@hmps.gsi.gov.uk](mailto:PrisonOfficerPilots@hmps.gsi.gov.uk).



# Prison Officer Recruitment Process.



## STEP 1 - APPLY

Visit the [www.gov.uk](http://www.gov.uk) website and submit the initial online application form.



## STEP 2 - ONLINE TEST

This will include 15 questions which will be assessed on whether you have the skills to become a Prison Officer.



## STEP 3 - RECRUITMENT ASSESSMENT DAY

If successful at the online test, you will be invited to a RAD which will assess your physical fitness and whether you have the values and skills we are looking for in a Prison Officer.



## STEP 4 - PROVISIONAL OFFER AND VETTING

If you are successful at RAD you will either be:  
Put through the vetting process immediately if there are any positions available  
OR  
Placed on a reserve list until a position becomes available.



## STEP 5 - PLACEMENT

After successfully completing the pre employment and medical check, you will then be invited to attend a Prison Officer Entry-Level Training course.  
Once you have passed the POELT course you will then begin working at your allocated establishment.



Being a Prison Officer is a challenging job, where you can make a real difference to someone's life. That's why we're piloting a more streamlined approach to our recruitment process.

Our process is made up of four main parts. You'll need to be successful at each stage to move on to the next.

## Online Application Form

- You must complete your application form within seven days.

## Online Test

- If you move onto the online test, you'll be asked 15 questions with multiple choice answers, testing four key skills. It tests your decision making, problem-solving, interpersonal and organisational skills.

## Recruitment Assessment Day

- If you pass the online test, you'll be invited to one of our Recruitment Assessment Days. On the day, you'll take part in a online video assessment, a group activity, a fitness test and a medical (activity dependent on passing each stage independently).
- You'll also start your vetting checks at your assessment day- so it's important you have all the right documentation up front.

## Pre-Employment Checks and Vetting

- Once you've passed the Recruitment Assessment Day, we will undertake a series of checks to make sure you're eligible to work in the UK and can verify your address and ID. This is a really important part of recruitment- so please make sure you have the documentation you need right from the beginning- this will be:
  - Identity Documents such as a Birth Certificate, Driving License or passport.
  - Utility Bills or bank statements. These need to be in your name, and not more than 3 months old.
  - You'll also need to provide 5 year's worth of Employment References (or justification for a gap) which we will verify with HMRC.
- You will also need CTC clearance which is an enhanced level of pre-employment checks.





# Prison Officer Recruitment

## HMP Belmarsh



The Recruitment Assessment Day is a chance to explore your values and reactions in a Prison Officer role, and will be made up of (you will need to pass each section independently to move onto the next stage):

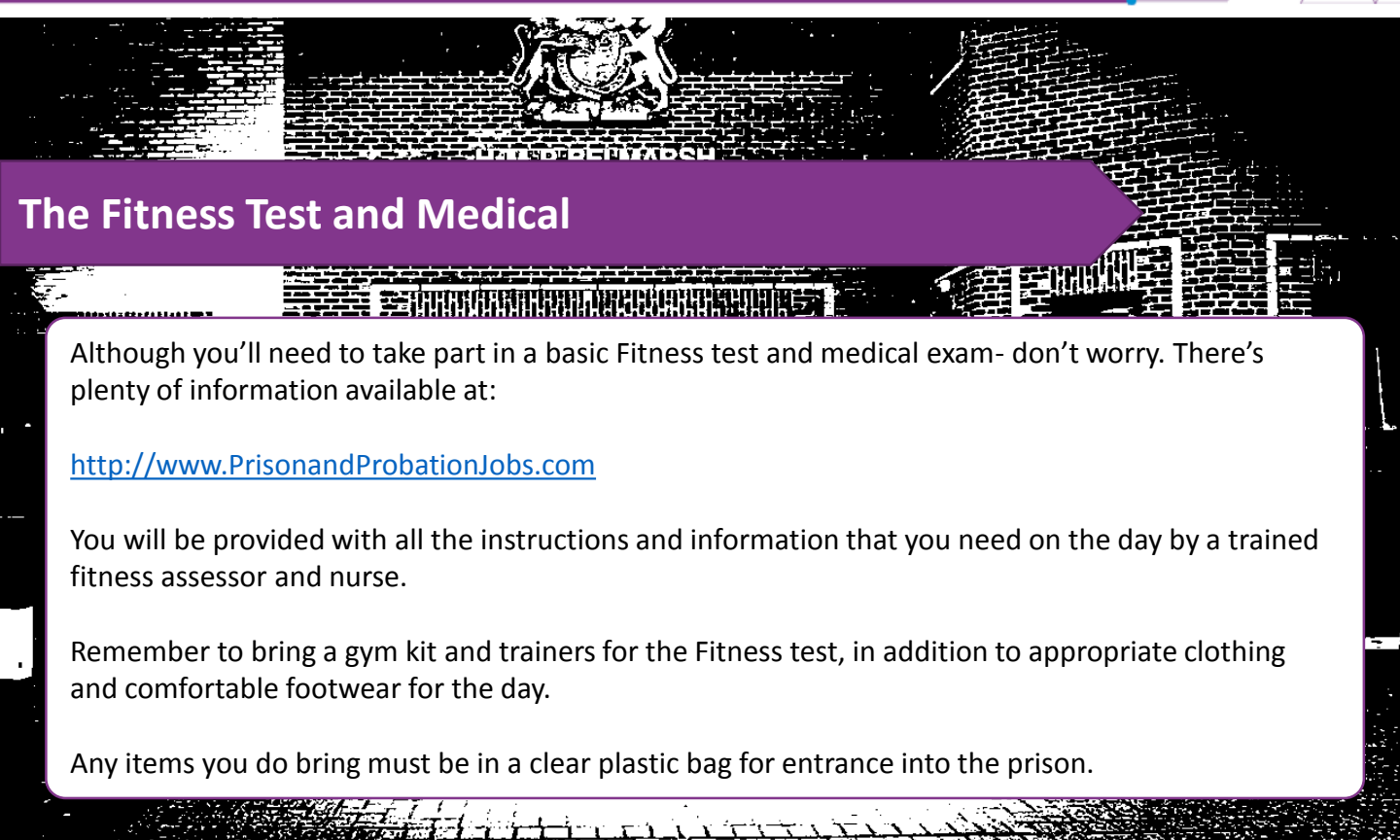
- A online video Assessment
- A group activity
- A Fitness Test and medical
- Pre-Employment Checks

You'll start the day with a briefing session, where you can find out more about the day itself, where you'll be and what time you'll be completing activities. This doesn't make up part of your assessment, but is a chance for you to ask any questions you might have.

The next few pages outline what you can expect on your RAD day in more detail, including any domestics. We've also provided a checklist at the end of this candidate pack to help you remember what you need to bring.

Finally, we know that things don't always go according to plan. If there's anything that you think we may need to know that could affect your performance on the day, it's important you tell staff on the day - or get in touch at [PrisonOfficerPilots@hmps.gsi.gov.uk](mailto:PrisonOfficerPilots@hmps.gsi.gov.uk).

Don't forget, if you applied through the Guaranteed Interview Scheme, we will have spoken to you about potential reasonable adjustments but it's important you tell us if anything changes.



## The Fitness Test and Medical

Although you'll need to take part in a basic Fitness test and medical exam- don't worry. There's plenty of information available at:

<http://www.PrisonandProbationJobs.com>

You will be provided with all the instructions and information that you need on the day by a trained fitness assessor and nurse.

Remember to bring a gym kit and trainers for the Fitness test, in addition to appropriate clothing and comfortable footwear for the day.

Any items you do bring must be in a clear plastic bag for entrance into the prison.





HMP BELMARSH

As part of your assessment day, we'll want to get to know your values, what drives you and how you react in different situations.

On the following pages, we've provided some information on what our values are, to help you think about times when you've displayed these throughout your work experience so far. In particular, we will want to know why you chose to do a particular action, and why it mattered to you.



This is a chance for you to demonstrate your personal values, that is, the beliefs that you have about what's good, or worthwhile in life and how this drives your behaviour and reactions.





Here are the values we hold at HMP Belmarsh, the group activity and video assessment will be based around the values.

1. **Caring and kindness** – in our dealings with each other we will be warm and supportive, generous with our time and make an effort to look after people and help them
2. **Respect and Decency** – we will treat people as we would like to be treated, being polite and respectful to others, helping them to live with dignity and respecting differences.
3. **Integrity and Honesty** – we do the right thing, are open and honest and speak up when an unpopular or difficult message needs to be given. We keep our promises and we admit our mistakes.
4. **Rehabilitative Orientation** – we act on the belief that people can change and we try to focus on the good in people. We share an optimistic and realistic view of the future and seek out opportunities to talk to people about how they can change. We give second chances and treat everyone as the people we want them to be, not the people that they were. We reward good behaviour.
5. **Fairness and Justice** - we treat people fairly and consistently, ensure people are heard and are open about how decisions are made. We use authority appropriately being neither overly lenient nor punitive.
6. **Collaborative and Connected** – we are proactive in building good relationships within the prison and more widely. We listen well, are genuinely interested in others and work for the common good and shared goals.
7. **Courage and Resilience** – we stand up for what is right and stand our ground when not supported or facing opposition. We make courageous decisions and keep going when things are tough. We are willing to work patiently with people who are distressed or challenging.



HMPPS is committed to fairness for all. We treat our staff properly and ensure equality of opportunity. We deliver our services fairly and respond to individual needs.

We insist on respectful and decent behaviour from staff, offenders and others with whom we work.

We recognise that discrimination, harassment and bullying can nevertheless occur and we take prompt and appropriate action whenever we discover them.

### **Reasonable adjustments for candidates with requirements specific to their needs**

The purpose of reasonable adjustments:

Reasonable adjustments are arrangements that are approved **before** the assessment to enable candidates, who might not otherwise be able to do so, to demonstrate their competence.

Reasonable adjustments may be needed for candidates having a physical or mental impairment which has substantial or long-term adverse effects on their ability to carry out normal day-to-day activities (as defined under the Equality Act 2010); and for candidates who have a temporary disability or indisposition at the time of the assessment.

Candidates wishing to apply for reasonable adjustments for this assessment who have not done so already should contact [PADE@HMPPS.gsi.gov.uk](mailto:PADE@HMPPS.gsi.gov.uk) . All applications will be dealt with individually, professionally and in confidence.

### **Quality assurance**

The assessment process will be subject to an independent quality assurance review.



# Prison Officer Recruitment

## HMP Belmarsh

Application Stage	
Complete Application within 7 days of starting.	<input type="checkbox"/>
Online Tests	
Read overview guidance for Online Test before completing the test.	<input type="checkbox"/>
Recruitment Assessment Day	
Identification Documents – A full list will be detailed once you pass the Online Test.	<input type="checkbox"/>
Lunch and snacks	<input type="checkbox"/>
Clear plastic bag containing gym kit	<input type="checkbox"/>
Comfortable shoes	<input type="checkbox"/>
Check I'm not bringing any prohibited items (and that I'm adhering to the prison dress code) – Further information is detailed once you pass the Online Test.	<input type="checkbox"/>
Pre-Employment Checks and Vetting	
Uploaded documents to Health questionnaire (normally this will happen on your RAD Day)	<input type="checkbox"/>
I've provided 5 year's employment references (or gaps) and dates are correct.	<input type="checkbox"/>
I've booked my POELT (Prison Officer Entry Level Training)	<input type="checkbox"/>
I've responded to my offer of employment.	<input type="checkbox"/>