



Guidance for Applicants

Sergeant Promotion Board 2026

On the advert, you will find several documents:

- This **Guidance for Applicants**
- **Application Form**
- **Guidance for Line Managers and Second Line Managers**
- A link to the **College of Policing Professional Profiles** for the rank of **Sergeant**

All sections of your application must be complete. We cannot accept incomplete applications. Your form will not be progressed if incomplete.

Section 1 – Applicant's information (to be completed by you)

Section 2 – Applicant eligibility (to be completed by you)

Section 3 – Role history (to be completed by you)

Section 4 – Readiness for the next rank (to be completed by you)

Section 5 – Submission agreements (to be completed by you)

Section 6 – First Line Manager and Second Line Manager review (to be completed by your First- and Second-Line Managers)

If you are not supported by your First- or Second-Line Manager(s), please continue to submit your form.

Send your completed form to talent@westmercia.police.uk by **midday on 15th September 2026**. We cannot accept late submissions. We will confirm receipt.

You are responsible for sending the form to the Talent team.

Once the deadline has passed, the Talent Team will send all applications to the relevant Superintendent for review.



If you are not supported for NPPF Step Three at this stage, your Superintendent will advise you directly.

Line Manager and Second Line Manager Support

Applications will require support from your:

- **Sergeant or equivalent**
- **Inspector or equivalent**
- **Superintendent or equivalent (reviewed separately)**

If you have been in your current role for less than **12 weeks**, please supply your current First Line Manager with your previous Line Manager's contact details so they can liaise on your application.

All applicants, both internal and external, must have these sections complete. All applications will be reviewed by relevant Superintendents. We cannot accept an application without the Line Manager and Second Line Managers' section being completed.

It is your responsibility to ensure that your managers complete the process in good time to meet the application deadline.

Superintendent Support

Talent will facilitate your Superintendent reviewing your application once the deadline for submission has passed. You should not send your application form to your Superintendent directly.



Readiness for the Next Rank

Based on the Sergeant role profile, what skills, experience, and leadership qualities do you possess that make you a suitable candidate for the role?

Using the Policing Professional Profile for the rank of Sergeant to formulate your answer, you must demonstrate how you have evidenced and developed your skills, experienced, and leadership qualities to verify your readiness for the next rank.

You **must** support your response with relevant examples or evidence that can be corroborated.

The word limit is 500 words. (Threshold: -10% 450, +10% 550).

Important Dates

Opening Date: 1st September 2026

Closing Date: midday on 15th September 2026

Applicants must ensure their application, including all necessary information, is submitted before the closing date. Line managers should return their comments promptly to avoid delays.

This guidance is designed to ensure a consistent and fair evaluation of all applicants for promotion to Sergeant rank.

Please adhere strictly to the process and timelines outlined above.