



**ROYAL SOLOMON ISLANDS POLICE
FORCE**

**2025 RECRUIT
INFORMATION
AND
APPLICATION
PACKAGE**

Guide to Recruitment and Selection Processes

	Page No
Table of Contents	
Are you Interested in Joining the Royal Solomon Islands Police Force?	3
Introduction	4
Guide to Recruitment and Selection Process	5
Application Process	6
Application Forms	6
Submission of Applications	7
Selection Process	8
Pre-Selection Requirements	8
Entrance Examination	9
Entry Fitness Test	11
Selection Interview	12
Final Selection	13
Letting Applicants Know About Selection	13
Unsuccessful Applicants	13
Interview Selection Requirements	13
SELECTION REQUIREMENT 1: GOOD CHARACTER	13
SELECTION REQUIREMENT 2: LEARNING	14
SELECTION REQUIREMENT 3: TEAM MEMBER	15
SELECTION REQUIREMENT 4: THINKING SKILLS	15
SELECTION REQUIREMENT 5: COMMUNICATION	16
Being a Recruit in the RSIPF	16
Being a Probationary Constable in the RSIPF	18
Being a Police Officer in the RSIPF	19
Code of Conduct	22
Medical Fitness Form	
Police Recruit Application	
 Personal Checklist (this form DOES NOT have to be submitted as part of your Application).....	 33

Are you interested in joining the Royal Solomon Islands Police Force?

The Royal Solomon Islands Police Force (RSIPF) needs to recruit intelligent people who are honest, fair and interested to improve their country. These potentials are required, in order to give the public confidence and trust in the Police.

This *Recruit Application Package* is to help you decide if you want to apply and prepare you to apply.

First you need to ask yourself:

- Are you honest and fair?
- Do you have a healthy body and a healthy mind?
- Do you have right attitude and behaviour to be a police officer?

If you think you are the right person you can use this paper:

- To check if you meet the pre-selection requirements; and
- To prepare if you are successful in getting a selection interview.

If you meet the basic pre-selection requirements, you will do a fitness test, an entrance exam and a selection interview. If you are one of the best applicants, you will be chosen to become a recruit (a person who is doing training to become a police officer). You will find out in the media (newspaper or radio). We will keep your Application for 12 months. If you have not been chosen after 12 months and you still wish to join the police force, then you will need to re-apply or apply again.

If you are not successful, we will write you a letter as soon as we can.

If you decide that you are the right person and you have the pre-selection requirements, then you must send in your application before the closing date. You need to send it to:

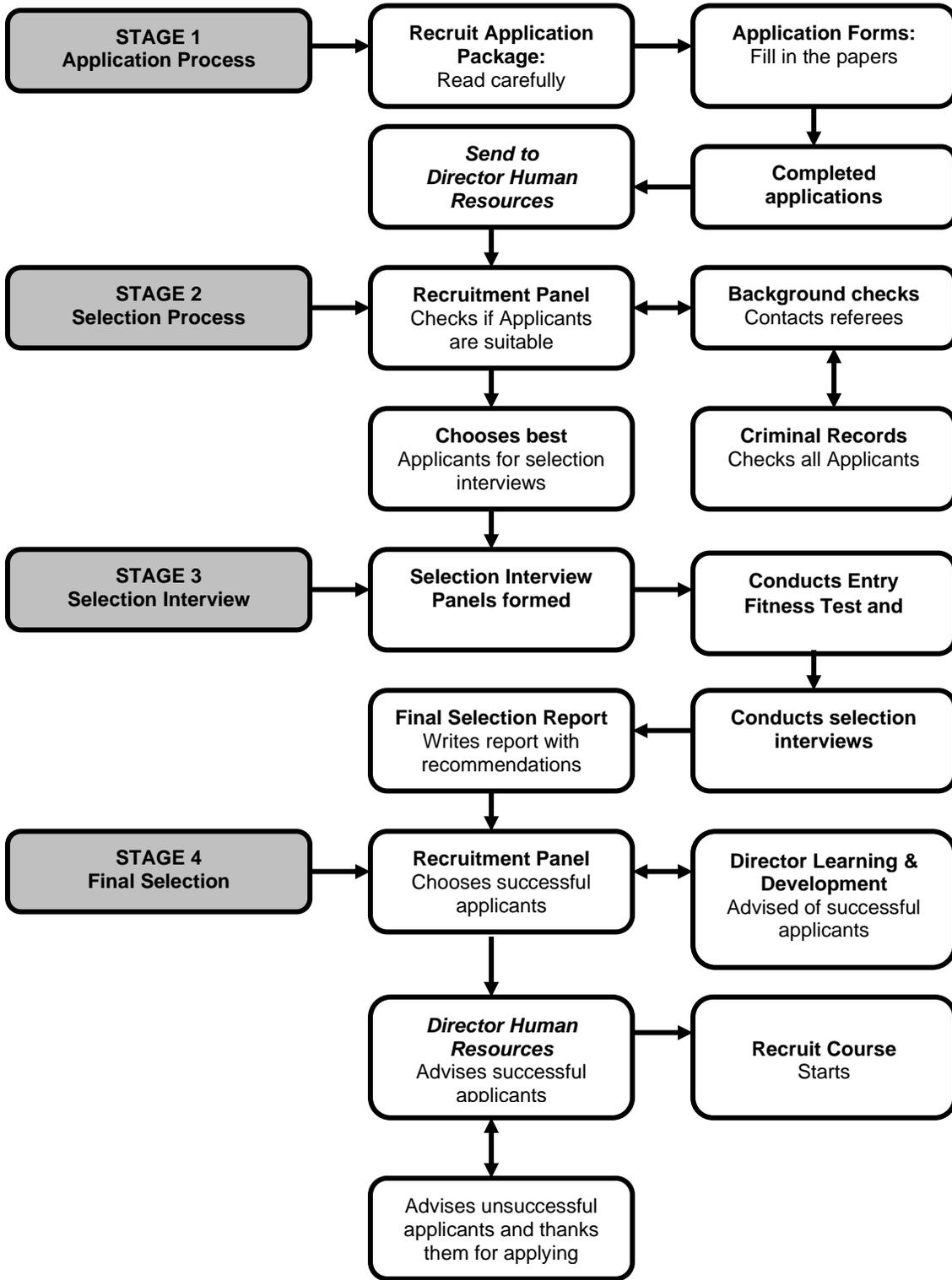
**Director, Human Resources
RSIPF Headquarters
PO Box G3
Rove
Honiara
Solomon Islands**

Introduction

This *Recruit Application Package* contains:

- information about the selection process;
- information about being a police officer in the RSIPF;
- information about training for new recruits; and
- application forms, including a *Medical Fitness Form* (which must be completed by a qualified medical doctor after they give you a medical examination).

Guide to Recruitment and Selection Process



Application Process

Carefully read all of the information in this *Recruit Information and Application Package* before you apply.

Check what other papers you need to apply. Start organising these straight away. You need to:

- Arrange for a medical examination; and
- Find people to be referees and get them to write you a reference. Make sure they get them to you in time so you can send them before the closing date.

Read the whole application form carefully (**pages 29 to 33**) and then begin filling in carefully and neatly. Make sure you fill in all the details. Your answers should fill all the lines. Do not tell lies or use other peoples or Wantok's forms or certificates. It is against the law and you could be sent to court and have to pay a fine.

Application Forms

All applicants must complete an *Application Form (pages 29 to 33)*. Your application must include:

- ***The completed medical fitness forms (pages 23 to 27).***

Part A: You need to complete **Part A** of the form. You must tell the medical doctor about any medical problems, illness, operations or hospital visits. If you lie about any of this, you might have to be assessed again. You might also not be allowed to stay as a recruit or a police officer.

Part B: A full medical examination must be done by a qualified medical doctor only. The doctor can look at the *Medical Fitness Form* to check what is needed (included in this package). The medical doctor must fill in **Part B** of the form. The medical form must also say that you are fit to do the *Entry Fitness Test*. This test is a 2.4 kilometer run, press-ups and sit-ups. If you are not medically and physically fit to be a police officer or to do the *Entry Fitness Test*, you cannot apply.

- ***Copy of Birth Certificate or Proof of Birth and/or proof of permanent residency in Solomon Islands.***

Applicants must be Solomon Islands nationals or have permanent residency status in Solomon Islands. If you are not a Solomon Islander, you need to show proof of permanent residency. If you do not have a birth certificate, you must get a statutory declaration written by one of your parents or a close family member and signed by a Commissioner of Oaths. If you do not know how to do this you can seek advice from a police officer. A copy of a Solomon Islands passport is acceptable.

- **Written references from at least two chosen referees.**

You need at least two written references. You need to choose at least two people who know you very well to write a letter explaining why they think you are fit for police work. People who are important in the community are best. The references must show that you are honest, fair, behave well and have good character. It is also important your references show that you have had lots of different life experiences. Life experiences can include work, school, study, community activities, volunteer work, travel, and other interests.

and

- **Form 6 certificate or higher with transcript.**

Applicants must submit a *copy* of their Form 6 certificate or higher with transcript [do not send the original certificates]. Other certificates about school or study are good to have as well, but you must have a copy of your Form 6 certificate too.

Submission of Applications

Check carefully, that your application is completed properly and you have included all the papers you need to.

It is your responsibility to send your application with all the right papers by the closing date. You need to send this to:

**Director, Human Resources
RSIPF Headquarters
PO Box G3
Rove
Honiara
Solomon Islands**

Selection Process

If you have sent all the right papers by the closing date, then the Director Human Resources will make sure that they are given to a small group of people who will assess your application. This group is called the *Recruitment Panel*.

The *Recruitment Panel* will look at all the applications to make sure the papers are all there. Then they will see if each person has the pre-selection requirements.

Pre-Selection Requirements

To be considered for selection, there are some requirements each Applicant must have:

- ***Be of good character.***

Police must work in a way that is professional, honest, and fair. They must help the public to trust, respect and have confidence in the police force. You must show you are honest, fair, behaved well and think about other people.

The panel will do a background check on applicants. So they will talk to your referees and check your records to make sure everything is true and correct.

- ***Have no criminal record.***

If you have been charged with crimes or other serious things, you cannot join the police force. This includes showing you do not care about the law, if you have stolen or damaged things that don't belong to you or you have hurt any other person. If you have committed crimes or you think you might commit crimes in the future you are not fit for police work. This includes domestic violence (hurting or abusing your wife or husband, children or anyone in your family).

If you have been charged with crimes previously or involved in anything serious, you cannot join the police force. This includes, showing to people that you don't care about law, if you have stolen or damaged things that do not belong to you, or you have hurt or harm any person. This includes domestic violence (hurting or abusing your wife, husband, children or anyone in your family).

The criminal records of all applicants will be checked.

- ***Have successfully completed Form 6 or above.***

If you are selected as a recruit, there is a lot of study and you also need to keep doing study when you are a police officer. To be able to do this study you need to have finished Form 6. You must send a copy of your Form 6 certificate with transcript and copies of documents that show you have completed any other education or courses.

If you are selected as a police recruit, there will be a lot of study and as a police recruit, you will need to keep doing study. To be able to do this study, you need to have gone

through and finished Form Six (6). You must send a copy of your Form 6 Certificate with Form 6 transcripts, and copies of documents that show, you have completed any other education or courses.

- ***Be medically fit.***

[See Part 3 of the *Police Act 2013*, section 31 subsection c]

Applicants need to be medically and physically fit to do police work. If you have a medical problem that means you cannot come to work or you cannot do the work, then you are not fit for the police force.

Some of the things that make you not fit for police work are being blind or color blind, having asthma or breathing problems, being deaf, having diabetes, having epilepsy and having mental problems.

A full medical examination needs to be done by a qualified medical doctor to decide if you are medically fit. You need to complete Part A of the *Medical Fitness Form* and the doctor needs to complete Part B of the *Medical Fitness Form*.

You must pay for anything you to do with this medical examination;

- ***Be physically fit.***

Each applicant must complete Parts A and B of the *Medical Fitness Form* with Part B declaring that you are is medically fit to do the *Entry Fitness Test*.

The Entry Fitness Test will be done around the same time as the exams and interview. If you are sick or injured you should tell the people organizing the test. They may be able to arrange another time for you.

If you are selected for a recruit course and you get sick before the course, you must tell the police academy. You may not be able to attend the selected course but may be placed on the next recruit course.

Entrance Examination

Applicants must take an Entry Examination to test their English writing, speaking and listening skills and their thinking skills. The pass mark of the exam is 60%. The exam has five parts. To be successful, you need **a 60% pass for each part of the test.**

- Dictation – An instructor will read a piece of writing. Applicants need to write what the instructor says.
- Mathematics – Applicants need to show they have basic mathematics skills and are able to solve mathematics problems.

- General Knowledge – applicants need to answer some questions which show common sense and knowledge of the world, as well as knowledge about the Solomon Islands.
- Reading & Comprehension – applicants need to read a piece of writing and answer questions about what they read.
- Essay – applicants must choose a story and write a 600-word essay.

Required Height

- Male 165 Cm and above
- Female 160Cm and above
- If you are successfully selected for a recruit course but the panel team later discovers that you were dishonest about your height, you will be disqualifying from the recruit program

Required Age

- The eligible age for candidates applying for the recruitment must between 18 and 35 years.

Entry Fitness Test

Applicants must take an *Entry Fitness Test* to show they have enough fitness to pass the Recruit program and to safely do the work of a police officer.

Applicants will only be able to do the *Entry Fitness Test* if they send in a completed *Medical Fitness Form* with their application.

Applicants will need to do training to be ready for the Entry Fitness Test. The *Entry Fitness Test* is made up of a 2.4 kilometre run, a series of press-ups and sit-ups.

Run

Each person must run for 2.4 kilometre on flat ground. Men must finish the run in 12 minutes. Women must finish the run in 14 minutes.

Men	Women
12 mins	14 mins

Press-ups

A press-up is when you lay flat on your stomach on the ground, with your hands flat on the ground under your shoulders and your feet bent under so the bottom of your toes are on the ground. You then keep your body stiff and push with your arms until they are straight and your body is lifted off from the ground. You then lower your body back down and that is a press-up.

Men must lift their whole body so only their hands and feet touch the ground. Women are allowed to leave their knees on the ground if they want, but their body must still be stiff and straight. Men must do at least 15 press-ups without stopping. Women must do at least 8 press-ups without stopping. You can take as long as you like but you must do them without stopping.

Men	Women
15	8

Sit-ups

A sit-up is when you lie on your back with your knees bent and your arms crossed on your chest. Someone holds your feet for you and you have to use your stomach muscles to pull the top part of your body up until you are sitting up straight and your arms touch your knees. You then lower back down so your shoulders are on the ground again.

Men must do at least 45 sit-ups without stopping. Women must do at least 35 sit-ups without stopping. You can take as long as you like but you must do them without stopping.

Men	Women
45	35

Selection Interview

The *Selection Interview Panel* will have at least three experienced police officers.

The *Selection Interview* gives applicants the opportunity to show their level of life experience, work skills, study skills, community involvement, communication skills, and if they are fit to be police officers.

The interview is planned and all applicants are asked the same questions to make it fair. These questions are based upon the selection requirements (see *pages 13 and 14*).

Applicants should prepare themselves carefully for the interview which will go for about 30 minutes.

At the end of the interview, applicants can give any extra information if they want to.

To prepare for this, you should:

- speak to police officers before the interview to learn about what police do;
- think about the selection requirements and think about examples from your own life;
- be straightforward and honest;
- give information to show you are the right type of person and you fit with the requirements;
- be confident and friendly, sit up straight, look at the Panel and speak clearly and loudly (this is different to custom on some islands, but you should learn to do this for this type of interview);
- make sure you look neat and nice - the same as when you go to Church or school. You should wash before you come. Clothes need to be neat and clean with no holes or stains. You should wear shoes and your hair should be neat;
- listen carefully and ask if you don't understand something; and
- try to answer the questions well. Give the Panel lots of information, but don't tell very long stories.

Final Selection

After all the parts of the selection process the *Selection Interview Panel* will present a written *Final Selection Report*. This will say who they think is fit for police work and will go to the Director, Learning and Development at the RSIPF Academy.

Letting Applicants Know About Selection

If you are the right person for police work, we will let you know as soon as we can. The Commissioner of Police needs to approve them and then The Director Human Resources will let successful applicants know through the media (newspaper and radio). We will keep your successful application for 12 months. If you have not been chosen after 12 months and you still wish to join the police force then you need to reapply or apply again.

Successful applicants selected to attend a recruit training course will be sent instructions and information about the joining process and the program. This will be sent to you before joining.

Unsuccessful Applicants

If you do not receive an acceptance letter, it means you are unsuccessful with your application. You can ask for more information about how you performed from the Director Human Resources.

***The Solomon Star* and SIBC will be used for letting people know.**

Interview Selection Requirements

There are five requirements people need to have to be a member of the police force

1. Good character
2. Learning
3. Team member
4. Thinking skills
5. Communication

SELECTION REQUIREMENT 1: GOOD CHARACTER

A high level of honesty and fairness, self-management and professional behavior

Police must do their duties in a way that gives the public confidence and trust in their police force. Police must have good character. They must have:

- ***Honesty and fairness***

Police must be honest and truthful. They must be fair and able to be trusted. This means, they must treat people in the right way, be reliable and be an example to the community.

Police must treat everyone the same way. They must apply the law the same to all people. Wantoks must not be shown favour or special treatment.

- ***Self-management***

Police must look after themselves to make sure they have a healthy body and a healthy mind. They must be emotionally stable, which means they can control their feelings and behaviors. They can also balance work life and family life. Police can manage their work duties and sort out what is most important and what needs to be done quickly. They keep building up their own skills and ask for help and advice when they need to.

- ***Professional Behavior***

Police are professionals. They look and behave the right way when they are at work and in their home life. They always obey the law. They must also be ethical which means, they are always fair and straight with good values. Police are in an important position and they must never use this position to do the wrong thing.

Police must treat the police vehicles and other police items with respect and not use them for personal things or for Wantoks.

SELECTION REQUIREMENT 2: LEARNING

Able and willing to learn the laws, policies and procedures needed for police work

Police need to serve the public by watching over communities, making sure people obey the law, going places and dealing with people who are causing problems, doing investigations (studying and searching) and reports and finding out the truth and proving this in court.

Police must have a good knowledge of laws (what is legal and illegal), policies (the rules for some different parts of police work) and procedures (the steps you must follow for some parts of police work). Police must be willing and able to learn about these things and keep their knowledge up to date. This means they must do study and keep doing study during their time as a police officer.

This is to make sure they have enough knowledge to do the right thing when there is a crime or a problem. They also need to use this knowledge to do investigations or help someone else to do investigations and do their police duties. This includes searching people and

places (properties), dealing with people who might have done the wrong thing and arresting people.

SELECTION REQUIREMENT 3: TEAM MEMBER

Able to have good working relationships with other people in the police force and in the community, and obey directions and instructions when needed

Police must have good relationships and the right sort of relationships with others. They must be able to:

- ***Have good working relationships with other people in the police force.***

Police must work well together with other people in the police force. They need good teamwork. They need to work well together and support each other to feel confident about their work.

- ***Have good relationships with people in the community.***

Police need to serve and support the public. They need to be able to deal with people in a fair way. They must not treat anyone better or worse under the law because of differences like gender (male or female), age, status in the community (such as big men or women), religion, province, or appearance. They also need to respect these differences. They must be able to think about these differences when they are dealing with people or trying to solve problems. For example, they might need to treat an old man differently to a young woman to help them and be fair. Police must always obey the law and make other people obey the law, even if they are a wantok, friend or elder (big man or matron). Sometimes they might even need to arrest a wantok or a big man and they must be able to do this.

- ***Obey directions and instructions when needed.***

Police need to be quick to react to directions and instructions (orders), especially if there is an emergency.

SELECTION REQUIREMENT 4: THINKING SKILLS

Good thinking skills and problem-solving skills to make assessments, make decisions and do complicated tasks

To give the public service and support, police need to have the thinking skills and problem solving skills to work with different people and situations.

They must then be able to use these thinking skills to:

- ***Make assessments***

Police must use problem-solving skills to make assessments, which means working out what the problem is or what is going on. This includes working out how people are behaving and what this means.

- ***Make decisions***

They must then use this assessment to decide what needs to happen next. They must make decisions which will protect people from getting hurt.

- ***Do complicated tasks***

Police must use their thinking skills for complicated things for example, working out if a person will be safe if they are put in jail, dealing with people who are angry or don't want to co-operate, and still obeying the law when dealing with custom and culture.

SELECTION REQUIREMENT 5: COMMUNICATION

Good verbal and written communication skills and able to use these different skills to do police duties and work well with different people

Police must have a good level of verbal and written communication skills to go to court, find out things, record information from the community, do paperwork, do interviews and share information.

They must be able to use their communication skills when something different or difficult happens.

Police also give the public service and support, so they need a good level of communication skills to help them to work with different types of people fairly.

Being a Recruit in the RSIPF

Here is some information to help you understand what happens if you are successful and you become a police recruit.

The recruit program is 24 weeks long and is at the RSIPF Academy at Rove in Honiara. All the recruits will live at the Rove Academy Barracks. You will be given a place to stay and three meals a day. The recruit program is difficult and you will need to do training and study during the day and also at night time. You will get some time to relax on the weekends but there are still rules you must follow. A full uniform set will be given to you, including boots. You will need to bring your own physical training clothing. The Academy will give you towels and sheets to use but you need to bring your own toiletries to stay clean. You can wash and iron your clothes at the Academy Barracks. You must keep yourself clean and neat at the Academy Barracks.

The recruit program gives recruits basic knowledge and skills so they can do the work of police officers. The program is made up of 30 Modules (areas of study) which are:

Module 1:	Being a Professional Police Officer
Module 2:	Police Administrative Duties
Module 3:	Crime Prevention Strategy
Module 4:	Useful Communication at Work
Module 5:	People Skills and Conflict Resolution
Module 6:	Use and Maintain Operational Equipment
Module 7:	Address Community Needs
Module 8:	Introduction to Criminal Law
Module 9:	Police Powers of Arrest
Module 10:	Conduct Initial Police Investigation
Module 11:	Intelligence
Module 12:	Use Policing Methods
Module 13:	First Responder
Module 14:	Forensic Awareness Training
Module 15:	Assist in the Judicial- Prosecutions
Module 16:	Attempts to Commit Offences
Module 17:	Parties to Offences
Module 18:	Criminal Responsibility
Module 19:	Public Order Offences
Module 20:	Offences against Property
Module 21:	Offences against Persons
Module 22:	Family Violence
Module 23:	Common Firearms Offences for General Duties Police

Module 24:	Common Drug Offences for General Duties Police
Module 25:	Common Liquor Offences for General Duties Police
Module 26:	Gather, Collate and Record Information
Module 27:	Juvenile Justice
Module 28:	Traffic Offences
Module 29:	Cell and Custody Procedures
Module 30:	Give Evidence in Court
Module 31:	Leadership Development Program (Level 1)
Module 32:	First Aid
Module 33:	Probationary Constable Workbook
Module 34:	Operational Safety Training
Module 35:	Physical Training
Module 36:	Drill
Module 37:	Environmental Crimes

Recruits will also do physical fitness training and they need to achieve a good level of fitness. An individual training program will be developed for each recruit to make sure they can keep the physical fitness standard set by the RSIPF.

Recruits must obey the Academy Standing Orders. These are the rules and regulation of the RSIPF. Each recruit will receive a copy of these Standing Orders on their Induction day (the day they start at the Academy).

Being a Probationary Constable in the RSIPF

If recruits successfully complete the Recruit Program, including the physical fitness requirements, they will receive a Certificate of Achievement. They will then start the Probationary Constables Program, which means you are a learning police officer who is still in training. The Probationary Constables Program lasts for twenty-four months. During that time, Probationary Constables will do on the job training to strengthen what they learn in recruit training. They will be fully supervised and able to practice all the duties of a new police officer.

If the Probationary Constable has behaved properly for the two years, always comes to work (unless there is a good reason) and has met all the workplace requirements they will be confirmed as a member of the RSIPF and will be posted to a police station to perform general duties policing.

For the first 12 months they will be stationed in Honiara. They will need to find somewhere to live after leaving the Academy. After the 12 months in Honiara they may be stationed in Honiara or to a Provincial Police Station.

Failing to meet requirements of either the Recruit Program or the Probationary Constable Program will mean the person is dismissed from the RSIPF.

Being a Police Officer in the RSIPF

The following information is to help you to decide if you are suited to being a police officer.

The work of police officers in the RSIPF is to maintaining law and order, preserving the peace, protecting life and property, preventing and detecting crime, apprehending of offenders, upholding the laws of Solomon Islands, maintaining national security, assisting with the service and execution of court processes and orders, maintain community safety, confidence and support, fire prevention and suppression, land and marine search and rescue, explosive ordinance disposal, assisting in dispute resolution and providing assistance during emergencies. Part 2 of the *Police Act* 2013, section 7 has the functions of police officers in the RSIPF.

‘The Force shall be employed in and throughout Solomon Islands for the maintenance and enforcement of law and order, the preservation of the peace, the protection of life and property, the prevention and detection of crime and the apprehension of offenders.’

General duties Police Constables in the RSIPF must do the duties of a police officer and perform shift work (work in different hours of the day and night) in any place and any conditions in the Solomon Islands. A Constable would normally work for at least three years before doing specialist work like Criminal Investigation Department (CID); Training; Scenes-of-Crime; and Prosecutions.

General duties Police Constables need to be ready to:

- ***Perform duties in varying and different locations throughout Solomon Islands***

RSIPF officers must be prepared to serve in any of the police stations throughout the provinces. They may be transfer to locations that include larger centers, provincial towns, seaside, inland (bush), and small and remote isolated communities.

- ***Perform shift work***

At most police stations, general duties police officers have to do shift work 24 hours a day. Usually a shift is 8 hours and there will be at least 10 hours between shifts. Most of the time shifts are 7am to 3pm (day shift); 3pm to 11pm (afternoon/evening shift); and 11pm to 7am (night shift).

Shift work can have different effects on your personal life. For example, shift work may:

- Be unsettling or difficult to family life, and it may cause problems for family members; and
- Make it difficult to be included in social activities, sport, and study.

- ***Fitting in with the police force***

There are many good things about working for the RSIPF. However, it is not all fun. Police officers can have problems like being far away from home and not fitting in with community activities.

Police have their own culture. This can be new and exciting but it can also be very different. New police officers may not understand the way police management works and they may find this frustrating.

The culture of the police comes from the beliefs of the Solomon Islands community, the law, and the way the police work. It can be hard to understand some decisions, but decisions are always made to serve the Solomon Islands as a community and a country and to be fair to everyone.

- ***Dealing with what the public thinks about police***

Most citizens have good feelings about the police, but some people do not. The Solomon Islands community has people with different genders and ages, and different cultural and social backgrounds. All members of the community have their views of police and many have ideas or opinions because of what they have seen or heard. Some people can have very bad feelings about the police, and they can behave differently, such as being frightened, angry or not helpful.

- ***Attending traumatic situations (e.g., car accident, death, and child abuse)***

When they are doing patrols a police officer may have to deal with many different things. These can include one person hurting another person, complaints about noise, fires, stealing and natural disasters such as earthquakes. Police are sometimes called after trauma, such as serious car accidents, murder, drowning and domestic violence and child abuse.

They may have to work long hours and may be called back to duty. They may have to work for long hours in the sun, wind and rain. Police officers may be expected to go long distances in a boat.

- ***Doing their work in difficult work conditions***

Police officers have to work in a wide variety of work conditions. They may come across difficult weather, difficult ground (such as in the bush) and difficult road conditions. They may have to arrest people or stop them from going somewhere else, and do rescues or other things which can be dangerous.

Constables must obey the *Code of Conduct* and the *RSIPF Disciplinary Policy and Regulations*.

Now you have read this information you need to think if you have the skills, qualities and commitment you need for police work. If you believe you meet the selection requirements then submit your application with all the relevant papers to the address on page 7.

Code of Conduct

RSIPF MISSION STATEMENT – “To provide a safe, secure and peaceful Solomon Islands.”

I, as a member of the Solomon Islands Police Force support this Mission Statement and will:

<p>LEADERSHIP/GOALS</p> <p>Maintain standards of leadership that are consistent with the mission statement, goals and policies of the RSIPF</p>	<p>COMMUNITY</p> <p>Work in partnership with the community to fight crime, exercising particular sensitivity to victims of crime</p>
<p>INTEGRITY</p> <p>Act with honesty and with the utmost integrity and not misuse my office for personal gain or participate in any improper or unlawful conduct; I will always uphold high moral values</p>	<p>DISCIPLINE/PROFESSIONALISM</p> <p>Practice discipline in words and deeds, on and off duty; strive for excellence and endeavor to improve my knowledge and professionalism</p>
<p>HUMAN RIGHTS</p> <p>Respect and uphold the rights of all people in the community regardless of ethnic origin, gender or religion</p>	<p>CONFIDENTIALITY</p> <p>Keep confidential all matters that I may learn in my official capacity, except as necessary in the course of my duties</p>
<p>IMPARTIALITY & FAIRNESS</p> <p>Carry out my duties without favor or affection, malice or ill will</p>	<p>RESPONSIBILITY/ ACCOUNTABILITY</p> <p>Accept responsibility for my own actions and for acts that I may order</p>
<p>RESOURCE MANAGEMENT/CUSTOMER SERVICE</p> <p>Make efficient and economical use of public resources and provide conscientious, effective, efficient and courteous service to all with whom I have dealings</p>	



ROYAL SOLOMON ISLANDS POLICE FORCE

MEDICAL FITNESS FORM

COMPLETING THIS FORM

Part A of this form is to be completed and signed by the Applicant.

The Applicant must use his/her full legally registered name.

Complete every section of the form accurately and honestly.

Part A is to be completed by the Applicant before going to the pre-requisite medical examination.

Part B is to be completed by a qualified medical doctor.

PART A

PERSONAL INFORMATION (PRINT)

Last Name:

First Name: Middle Name:

Birth Date: Age in 2025:Hights.....

Birth Place & Province:

Province of origin & Village:

Current Home Address:

Postal Address (If any):

Telephone Contact:

Marks, scars, tattoos and any other means of identification:

.....
.....

Next Of Kin, Relationship and Address:
(This should be a parent, husband/wife, close family member)

.....
.....
.....

Do you HAVE, or have you EVER had, any of the following:

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

IF YOU HAVE ANSWERED 'YES' TO ANY OF THOSE QUESTIONS, PLEASE PROVIDE DETAILS AND ATTACH ANY AVAILABLE MEDICAL REPORTS

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PROVIDE FULL DETAILS TO THE FOLLOWING QUESTIONS WHERE APPLICABLE:

20. Do you wear visual aids? (glasses or contact lenses) **YES / NO**

Note: Applicants must have visual acuity of 6/6 in each eye with or without corrective lenses. If you wear spectacles or contact lenses you need a report from an optometrist, showing corrected and uncorrected visual acuity in each eye, as well as an opinion as to the health of the eyes.

21. Are you colour blind to any degree? **YES / NO**

Note: Normal colour vision is required.

22. Have you had any operation, including laser surgery? **YES / NO**

[Provide details, including year of surgery]

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23. Are you currently visiting a doctor for any illness or injury? **YES / NO**

[Provide details]

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24. Are you receiving any medical treatment or taking any medication? **YES / NO**

[Provide details]

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25. Are you aware of any circumstances about your health or fitness that would make you unable to carry out genuine occupational requirements of a police officer and complete the physical training program uninterrupted?
YES / NO

[Provide details]
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DECLARATION

I, **(full name)** declare all the answers in this Medical Fitness Form to be, to the best of my knowledge and belief, true and correct.

I acknowledge that being dishonest and giving wrong information or withholding (not telling) any information about my health and fitness may affect the assessment of my honesty. It may affect if I am selected or not, and may mean I lose my position as a police recruit.

WAIVER

In making this declaration, I, **(full name)** give permission for any doctor I have seen in the past or will see in the future to give any information about my health and medical history to the Commissioner of the Royal Solomon Islands Police Force. I agree to lose (waive) my right for this information to stay private and confidential.

I authorise the Royal Solomon Islands Police Force to keep this Medical Fitness Form and any medical reports. I am aware that if my application is unsuccessful, I may ask for the Medical Fitness Form and any medical reports to be returned to me.

SIGNATURE OF APPLICANT: DATE:

PART B

[To be completed by a **QUALIFIED MEDICAL DOCTOR**]

The Entry Fitness Test has three activities:

- 1. Run - Each person must run for 2.4 kilometre on flat ground. Men must finish the run in 12 minutes. Women must finish the run in 14 minutes.
- 2. Sit ups - Men must do at least 45 sit-ups without stopping. Women must do at least 35 sit-ups without stopping. There is no time limit.

Push ups

Men must lift their whole body so only their hands and feet touch the ground. Women are allowed to leave their knees on the ground if they want, but their body must still be stiff and straight. Men must do at least 15 press-ups without stopping. Women must do at least 8 press-ups without stopping. You can take as long as you like but you must do them without stopping.

Name of Applicant:

Body Build:

Height:

Hearing:

Eyes:

I hereby declare that I have conducted a thorough medical examination of the Applicant and I am of the opinion that he/she is in good health.

I further hereby declare that I am of the opinion that the Applicant has no medical condition that would render the undergoing of the Entry Fitness Test* unsafe to his/her health.

And I further hereby declare that I have read the information provided by the Applicant on this form and from my examination I have no reason to doubt the truthfulness of the answers given.

DOCTOR:.....

[Full Name and Signature]

MEDICAL PRACTICE:

DATE:



ROYAL SOLOMON ISLANDS POLICE FORCE

POLICE RECRUIT APPLICATION

COMPLETING THIS APPLICATION

This form must be use for your application

Failure to complete any of the forms will result in your application being rejected.

This form is to be completed and signed by the Applicant (no one else can fill it in for you)

The Applicant must use his/her full legally registered name.

Complete every section of the form accurately and honestly.

Complete the 'Medical Fitness Form'.

Attach photocopies of all required certified certificates. Use a single staple in the left hand corner of the application form to attach them.

Do not send original certificates.

Check the checklist on the last page of this form before sending your application.

Photographs must not be photocopies – please supply an ORIGINAL for each of your application if possible.

Attach photograph here

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PERSONAL PARTICULARS (PRINT)

Last Name:

First Name: Middle Name:

Birth Date: Age in 2025: Height.....

Birth Place & Province.....

Province of origin and village:

Are you a Solomon Island citizen or permanent resident?

Religious Denomination (Church):

Current Home Address:

Current Postal Address (if any):

Telephone Contact:

Marks, scars, tattoos and any other means of identification:

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Next Of Kin, Relationship and Address:
(This should be a parent, husband/wife, close family member)

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PREVIOUS APPLICATION:

Have you applied to join the Royal Solomon Islands Police Force before?:

DRIVER'S LICENCE

Do you have a current driver's licence?:

If yes, Licence Number: Classes: Expiry Date:

EDUCATION

What year did you successfully complete Form 6, or equivalent, or above:
You MUST include a copy of **certificates** and **transcripts** with this Application

Have you undertaken any tertiary (university) study?:

If yes, Name of Course:

If completed, date of completion:

[A copy of your academic record should be enclosed]

EMPLOYMENT (Volunteer or Paid work)

Employer/Business Name:

Period of Employment:

Your Job/ Position:

Volunteer or Paid Work?:

Employer/Business Name:

Period of Employment:

Your Job/ Position:

Volunteer or Paid Work?:

SERVICE EMPLOYMENT

Have you ever been previously employed as a police officer?

DISCLOSURE OF RELEVANT INFORMATION

	Yes	No
Have you ever been interviewed, questioned or investigated in relation with any criminal offence?		
Are you currently involved in any criminal activities?		
Have you ever been convicted of any criminal offence?		
Have you ever been convicted of any other offence?		
Have you ever appeared before any court which resulted in 'No Conviction' being recorded?		
Has a warrant ever been issued against you?		

If you have answered 'yes' to any of those questions then you must provide full details below:

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Personal Checklist (this form DOES NOT have to be submitted as part of your application)

Before sending your application form make sure you have all the papers you need. Tick the boxes when you have them.

A copy of your birth certificate or record/proof of birth and/or proof of permanent residency in Solomon Islands.

Applicants must be Solomon Islands nationals or have permanent residency status in Solomon Islands. If not a Solomon Islands' national, proof of permanent residency is required when submitting an application.

A copy of your Form 6 certificate with transcript and/or above.

A copy of any other qualifications, including academic record.

Written references from at least two referees.

Applicants need to show they have a very high level of honesty and fairness, good character and behaviour to be considered as a police recruit. They should also have lots of different life experiences such as work experience, study, other activities, and any community or volunteer work. Referees need to write about these important things for the Applicant.

The completed 'Medical Fitness Form', Part A and Part B

(Tick each box as you have attached each document to your application form.)

Your application cannot be accepted unless copies of **ALL** relevant documents are attached. (We will need the original documents later)

Send the completed application to:

**Director, Human Resources
RSIPF Headquarters
PO Box G3
Rove
Honiara
Solomon Islands**