



HAMPSHIRE Constabulary

Guidance notes for transferee Applicants

1. Eligibility

Applicants must be seeking transfer from any England and Wales Police Force, Scottish Police Force, the Police Service of Northern Ireland, British Transport Police, Ministry of Defence Police, Channel Islands Police, Isle of Man Police or Royal Parks Constabulary. Please note that different selection processes, pay, conditions, pension and training arrangements may apply depending on which force you are transferring from. This is particularly relevant for those applicants from the MoD, BTP, PSNI, and Scottish Police forces. More detail can be provided by our Recruiting department.

2. Making your application

Please complete and return the following documents as soon as possible:

- Application form (enclosed)
- Equal Opportunity Monitoring Form (enclosed)
- Sickness record printout for last 3 years of service
- Your **last 2** appraisals
- Record of Service document (from your Personnel Department)

3. Informing your force

Please note that you **must** inform your Chief Officer of your request to Transfer to Hampshire at the time you submit your application.

4. Complaints and disciplines

If you do have matters outstanding, you must include details on your application, including the name of the investigating officer. This information will be referred to our Professional Standards Department if you are successful at interview. They will then advise whether your application can proceed.

5. What happens next?

Your application will be screened, and if it is satisfactory you may be invited to a transferee assessment, including a fitness test.

Please note that Hampshire Constabulary operates a strict Sickness Management Policy and applicants may be rejected if their levels of sickness absence give cause for concern. If you have 12 (or more) duty day's absence,

or 4 (or more) periods of absence in any one year, your application may be rejected or deferred.

The transferee assessment consists of a panel interview and a fitness test. If you are successful at interview, you will then be required to complete a medical questionnaire and a vetting form. We will also require a copy of your medical records from your current Force.

You may also be asked to attend a medical examination, but this is not normally necessary.

Approximately six interview dates are scheduled per year with successful applicants then attending one of our six Induction Courses. For details of the next planned interview and Induction course dates please contact the Recruiting Department.

6. Conduct

Police officers and staff are required at all times to act with the highest standards of honesty, integrity, respect and courtesy. To ensure that we recruit new officers and staff who are able to meet those standards, we will not only monitor applicants' performance as they progress through the recruitment process but also their language and behaviour when interacting with members of Hampshire Constabulary staff whether in person, in writing or by telephone.

Should it be considered that a candidate's actions fall short of the highest standards of honesty, integrity, respect or courtesy it is likely that their application will be withdrawn from the recruitment process.

7. Further information

If you require any further information, please do not hesitate to contact us on 02380 450900. In the meantime, you may wish to visit our website at www.hampshire.police.uk for more information regarding Hampshire and its Constabulary.