

Guidance notes for completion of the Transferee Application Form

- **This form is for use by officers on level transfer from all England and Wales police forces, from the Police Service of Northern Ireland, Scottish Police Forces, British Transport Police, Ministry of Defence Police, Port of Tilbury Constabulary, Channel Isles Police, Isle of Man Police and Royal Parks Constabulary. Chief Inspector rank and above, or any rank seeking transfer on promotion, will be required to provide additional information, and may only apply in response to specific recruitment advertising campaigns. Applicants from any other police force should complete the standard application form for new recruits.**
- **You should read these notes thoroughly before completing the form. You might also find it helpful to retain a copy of your completed application to refer to later.**
- **Before submitting your form you must attach to it:**
 - ◆ **copies of your last 2 PDRs**
 - ◆ **a copy of your sickness record covering the last 3 years from your personnel record**
- **Your application will not be processed until these have been received. You should also notify us if you need any special arrangements, e.g. dyslexia.**

NOTE 1. ATTENDANCE RECORD/HEALTH & EYESIGHT

If you pass the interview stage of the process you will have to pass a medical screening, and may have to undertake a medical examination prior to appointment. You will also need to have your eyesight tested and meet the necessary standard (as stated in our brochure).

NOTE 2. BUSINESS INTERESTS

You need to declare your business interests. Any business interest will need to be approved by the chief officer in order for you to continue with it.

NOTE 3. FINANCIAL POSITION

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. They should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Schedule 1 of Police Regulations 2003 states that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

A FINAL WORD

What can hold up the process?

- Failure to complete all parts of the application form or to include copies of all the documents requested or to sign the declaration.
- A medical query raised by the Force Medical Adviser at the end of the selection process. This may need reference to your doctor.
- The vettings process can be long and protracted if you have family members living out of our force area, and if your own force are slow to provide information requested of them.

YOUR CO-OPERATION CAN HELP AVOID DELAYS. IF IN DOUBT REGARDING THE COMPLETION OF THIS APPLICATION FORM, PLEASE CONTACT THE RECRUITING TEAM ON 02380 450900