

TRANSFeree APPLICATION FORM



Ordinary people doing extraordinary work

CONFIDENTIAL

Transferee Application Form

You should complete this form in person, either in black ink or by word-processor. Read the guidance notes (enclosed) beforehand.

Use continuation pages if necessary and clearly mark which questions they refer to.

Sections which do not apply to you should be clearly marked N/A.

DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual and computerised recruitment system and is covered by the Data Protection Act 1998.

Section 1

A **PERSONAL DETAILS**

Surname:	Title: <i>(Mr, Ms, Mrs, Miss, Dr)</i>
Previous surname(s) (if different):	Forenames:
Date of birth:	Place of Birth:
Home Address:	
Postcode:	
Email Address <i>(if applicable)</i> :	
Telephone Numbers <i>(inc. area code)</i> Home:	
Work <i>(if convenient)</i> :	
Mobile:	
National Insurance number:	

Please list all previous addresses where you have lived for 3 months or more from the age of 14 years	From	To

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B **POSITION APPLIED FOR**

Rank applying for:

State if part-time/full-time (if p/t how many hours?):

Preferred posting area/station/department:

C **DISABILITY**

The Disability Discrimination Act 1995 makes it unlawful to discriminate against a disabled person in all areas of employment including recruitment. Disability is defined as 'a physical or mental impairment, which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'.

Do you have a disability you wish us to know about at this stage?

Yes/No

If yes, please provide details of any reasonable adjustments that have been agreed to enable you to carry out your job.

Have you previously required reasonable adjustments to be made for you to carry out your role as a police officer? If so, please provide details.

Are you currently in a restricted duties role? If yes, provide details of your restrictions.

D **DRIVING SKILLS**

Do you hold a current driving licence? YES/NO If no, you are not eligible to apply to transfer If yes, what is your driving licence number?	
If yes, which groups?	
Have you any endorsements on your licence? If yes, how many?	YES/NO
Current force driving grade / level?	

Section 2

A. CURRENT POLICE FORCE

Which force are you currently serving in?	
Include addresses of your:	
Force Headquarters:	Serving Station:
Postcode:	Postcode:
Force Identification Number (e.g. collar number):	
Current role within force:	

Date started in current role:	Date started in force:
Dates of promotion (if applicable):	
Please give a brief description of your current role, duties and responsibilities.	

B. OTHER POLICE SERVICE

List any other previous roles/positions held in any force in which you have served. Include your current force service history.

Start with the most recent. Continue on a separate sheet if necessary.

Force / station / department	Rank / Position held	Dates from / to	Reason for leaving (e.g. promotion)

C. TRAINING RECORD

Please indicate what training you have received.

	Dates (approx.)	Description (e.g. kwikuffs, baton, etc)	
Officer Safety Training YES / NO			
Firearms YES / NO			
Equality & Diversity Training YES/NO			
Other police training/specialisms <i>(start with the most recent and continue on a separate sheet if necessary)</i>	Dates	Qualification <i>(e.g. OSPRE/constable to Sgt Part1)</i>	

Section 3

A OTHER QUALIFICATIONS

Please give details of other academic or vocational qualifications. **Start with the most recent.** Continue on a separate sheet if necessary.

Qualification and level E.g. A Level Physics (C) ; BScHons Psychology (2.1) ; BTEC Business & Finance (Merit)	Date attained

B **YOUR OTHER ACTIVITIES**

Please tell us about any other skills you have, such as language skills or any voluntary or community activity you are involved in.

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Are you a member of the Reserve Forces?	YES/NO
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C **MISCONDUCT AND COMPLAINTS ISSUES**

Please list any complaint/discipline/misconduct and unsatisfactory performance issues that have been taken against you. Please list the dates and the outcome of the resolution.

Issue	Date	Outcome
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Have you any complaints or discipline matters outstanding? YES/NO
Who is the investigating officer?

We will contact your force for verification.

D **ATTENDANCE RECORD** See Guidance Note 1

You will be asked to complete a medical questionnaire at a later stage of the selection process. This will need to be signed by your GP. You will also be required to submit an eyesight report. You may be required to pass a medical examination prior to acceptance. Please provide details of any attendance record to cover Police service in the last three years. We will contact your force/referees to confirm these details.

Please state:

a) How many occasions you have been absent from work due to ill health over the last 3 years. Occasions

b) How many days' sickness absence have you taken over the last three years? Days

For example, if you have been sick on three occasions and the total number of days sick was 12, this would be shown as:

i) 3 occasions

ii) 12 days

Please state whether any of the above was directly related to a disability under the terms of the Disability Discrimination Act (1995).

E **BUSINESS INTERESTS** See Guidance Note 2

Do you currently have any job or business interest which you intend to continue should your transfer application be successful? YES/NO

If YES, please state the nature of this job or business and the extent of your involvement (*e.g. actively involved, non-executive director*). Include hours spent on it.

Do you or your wife/husband/partner or any relative living with you own or intend to run a shop or business which requires a licence (*e.g. liquor, gaming, refreshment house or entertainment*)? YES/NO

If YES, please give full details.

F **FINANCIAL POSITION** See Guidance Note 3

Schedule 1 of Police Regulations 2003 states that members of a police force shall not wilfully refuse or neglect to discharge any lawful debt.

	YES / NO	Details (<i>inc. dates</i>)
<p>Have you had any Court action taken against you for any debt?</p> <p>Have you been party to a voluntary agreement registered with the County Court?</p> <p>Has a County Court / Tribunal Judgement been made against you?</p> <p>If YES, has this been cleared?*</p> <p>Have you ever been registered as bankrupt?</p> <p>If YES, have your bankruptcy debts been discharged?*</p>		
<p>Are you in arrears with any existing loan/mortgage/hire purchase agreement?</p>		
<p>Have you ever had any form of loan terminated, including bank/credit/cheque/store card withdrawn?</p> <p>If YES, please give full details.</p>		
<p>Have you had repossession proceedings commenced against you?</p>		
<p>Have you consolidated all your debts with one lender?</p>		
<p>Is there currently an attachment of earnings against your salary?</p>		

***If applicable, please provide a Certificate of Satisfaction**

G. MEMBERSHIP OF BNP OTHER SIMILAR ORGANISATIONS

Are you or have you ever been a member of the BNP or similar organisation whose constitution, aims or pronouncements may contradict the duty to promote race equality?

YES/NO

H. TATTOOS

Do you have any tattoos on your hands, neck, forearms or face?

YES/NO

If yes, describe their nature and location.

I. CAUTIONS AND CONVICTIONS

Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any court?
(Include traffic convictions and appearances before a court martial and any cautions as a juvenile.)

YES/NO

If you have answered YES, please enter details below

Date (most recent first)	Offence /Alleged Offence	Result (if known)	Court/Police Station involved

Have you ever been involved in a criminal investigation (*whether or not this led to any prosecution*) or been associated with criminals?

YES/NO

If YES, please give details below.

Section 4

A **REASON FOR APPLYING**

**What are the reasons for you wanting to transfer from your current force?
Why do you want to join this force?**

B **REFEREES**

Please give names and addresses of referees.

Current Line Manager details: Name and rank of referee: Address: Post Code: Telephone:	A Senior Officer from your force: Name and rank of referee: Address: Post Code: Telephone:
May we contact this referee now? YES/NO	May we contact this referee now? YES/NO

Section 5

DECLARATION

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform the recruitment team without delay of any change in my circumstances.**
- Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.**
- My current force (and previous force, if applicable) will be contacted and details of my attendance, performance, and service history will be requested.**
- Any offer of appointment will be subject to satisfactory references, detailed vetting checks, a medical screening (and examination where necessary), an eyesight report that meets the necessary standard, and continued good conduct.**
- If I make any false statement or omit information in connection with my appointment I may subsequently be liable to misconduct proceedings.**
- If I am appointed my fingerprints and a sample of my DNA will be taken and held on record for elimination purposes.**
- If I am successful I must serve wherever required to do so within the force area.**
- The Chief Officer retains the right to reject my application without giving reasons.**

Signature: _____ Date: _____

Checklist

Read through your completed application form carefully to ensure it is clearly presented and that you have answered all the questions, marking them N/A where appropriate.

Failure to provide accurate and complete information may result in your application being delayed or rejected.

If you have any remaining questions, please feel free to contact the Recruiting Department on 023 80 450 900

Before returning your application form please check the following:

Have you included a telephone number at which you can be contacted?	
Have you enclosed 2 Performance Development Reviews / Staff Appraisals?	
Have you included force documents to show your Attendance Record and a Force Service record?	
Have you signed the declaration?	
Have you completed and enclosed the equal opportunities monitoring form?	
Have you remembered to take a photocopy of your completed application form?	

THE COMPLETED APPLICATION FORM AND ALL ENCLOSURES SHOULD BE SENT TO RECRUITMENT, HAMPSHIRE CONSTABULARY, TRAINING AND SUPPORT HQ, HAMBLE LANE, HAMBLE, SOUTHAMPTON, HAMPSHIRE, SO31 4TS