



Heddlu
Gwent
Police

TRANSFEREE / RE-JOINER

APPLICATION PACK

NOTE 1 HEALTH AND EYESIGHT

Successful applicants will have to undertake a medical examination. There is no need to have your eyesight tested prior to application.

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.

APPLICATION FORM FOR TRANSFEREES / RE-JOINERS

Please complete this form in person, either in black ink or by word-processor.
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

PERSONAL DETAILS

Surname	Forenames
Previous surname(s)	Previous forename(s)
Title <i>(Mr, Ms, Mrs, Miss, Dr)</i>	Date of Birth
Town and country 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	
Your current rank	

POSITION AND FORCE APPLIED FOR

Rank and/or role applied for.

Part-time or full-time *(delete as appropriate)*

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.

Section 2

Record of Police Service

A. **CURRENT POLICE FORCE / OR ORGANISATION**

Which force are you currently serving in or which organisation do you work for?

Include addresses of your:

Force Headquarters

Serving Station

Postcode:

Postcode:

Force Identification Number (e.g. collar number)

Current role within force

Date started in force

Present salary

Other benefits or bonuses (e.g. housing allowance, special priority payment)

Period of notice required

Please give a brief description of your present role, duties and responsibilities.

B. PREVIOUS POLICE SERVICE

List previous roles/positions held in your current force and previous roles/positions held in other forces in which you have served.

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		
Race & Diversity Training YES/NO		
Other police training/specialisms (start with the most recent and continue on a separate sheet if necessary)	Dates	Qualification (e.g. OSPRE/constable to Sgt Part1)

D. 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	Date attained
<i>E.g. A Level Physics (C) ; BSc Hons Psychology (2.1) ; BTEC Business & Finance (Merit)</i>	

E. DRIVING SKILLS

Do you hold a current driving licence?	YES/NO
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
What is your force driving grade / level?	

F. 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.

Are you a member of the Reserve Forces?	YES/NO

G. MISCONDUCT AND COMPLAINTS ISSUES – TRANSFEREES ONLY

Are you currently involved in any complaint or misconduct enquiry? If YES, please provide brief details. We will contact your force for verification.

H. BUSINESS INTERESTS

Do you currently have any job or business interest, which you intend to continue should your transfer 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.

I. FINANCIAL POSITION

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>)
Have you had any Court action taken against you for any debt? Have you been party to a voluntary agreement registered with the County Court? Has a County Court / Tribunal Judgement been made against you? If YES, has this been cleared?*Have you ever been registered as bankrupt? If YES, have your bankruptcy debts been discharged?*		
Are you in arrears with any existing loan/mortgage/hire purchase agreement?		
Have you ever had any form of loan terminated, including bank/credit/cheque/store card withdrawn? If YES, please give full details.		
Have you had repossession proceedings commenced against you?		
Have you consolidated all your debts with one lender?		
Is there currently an attachment of earnings against your salary?		

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

J. **BNP, NATIONAL FRONT, COMBAT 18 AND OTHER SIMILAR ORGANISATIONS**

Are you or have you ever been a member of BNP, National Front, Combat 18?

Yes/No

K. **TATTOOS**

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

Yes/No

If yes, describe their nature and location.

L. **REFEREES**

Please give names and addresses of two referees.

Current Line Manager	A Senior Officer from your force
Telephone:	Telephone:
May we contact this referee now? YES/NO	May we contact this referee now? YES/NO

Section 3

Reason For Transfer / Re-joining

Section 4

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 office 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.
- Any offer of appointment will be subject to satisfactory references, health checks and continued good conduct.
- A member of a police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.
- I confirm a sample of my DNA has been taken in my current force. (PSNI and Scottish forces do not currently take officers' DNA).
- Successful candidates must serve wherever required to do so within the force area.
- The Chief Officer retains the right to reject any application without giving reasons.

Signature:

Date:

Sickness Record

Please give full details of your sickness attendance record for the last two years up to the date of advertisement. Please include reasons for absence.

Dates From and To	Reason for Absence

Line Manager Name *Collar No.*.....

Signature..... *Date*.....

NB: Please note that your sickness record will be checked.

For information the following sickness trigger points will be compared against your sickness record:

- 3 or more periods of absence in a 4 month period
- 4 or more periods of absence in a 12 month period
- more than 9 days absence in a 12 month period

EQUAL OPPORTUNITIES

The police service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any forms of harassment, intimidation, bullying or victimisation.
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed or religion.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

In accordance with the Codes of Practice issued by the Commission for Racial Equality and the Equal Opportunities Commission, the police service records the sex, age and ethnic origin of people who apply for employment. The ethnic origin categories are those used in the Office of Population, Censuses and Surveys census. This information forms no part of the recruitment process. It will be detached from your application form on receipt.

AGE

- 18-24
- 25-35
- 36-55

GENDER

- Male
- Female

ETHNIC ORIGIN

- White**
 - British
 - Irish
 - Any other white background
- Mixed**
 - White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background
- Asian or Asian British**
 - Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background
- Black or Black British**
 - Caribbean
 - African
 - Any other black background
- Chinese or other ethnic group**
 - Chinese
 - Any other