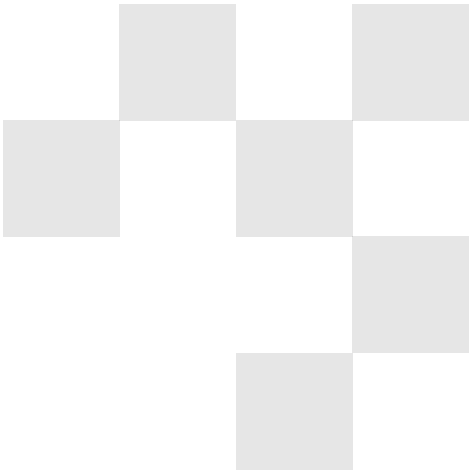




**HEDDLU
GOGLEDD CYMRU
NORTH WALES
POLICE**

APPLICATION FORM FOR A TRANSFEREE OFFICER



PLEASE RETURN COMPLETED APPLICATION FORMS TO:

North Wales Police Headquarters
Shared Service Facility - SSF Transferee Recruitment
Glan y Don
Colwyn Bay
Conwy LL29 8AW

Telephone: **01492 804015**
Email: **SSFTransfereeRecruitment@northwales.police.uk**

Designed and Printed by North Wales Police
Feb 2021

gwneud Gogledd Cymru'r lle **mwyaif diogel** yn y DU making North Wales the **safest** place in the UK

Guidance Notes

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 / Appraisals**
- **print outs of your complaints and misconduct record and of any awards and commendations from your personnel record.**
- **copy of your Training Record**

Your application will not be processed until these have been received.

Please note: North Wales Police will only be accepting Transferee Officer applications from Home Office Forces.

We are **not** currently accepting applications from officers serving with:

- **BRITISH TRANSPORT POLICE (BTP)**
- **MINISTRY OF DEFENCE (MOD) POLICE AND PORT OF TILBURY CONSTABULARY**
- **CHANNEL ISLES, ISLE OF MAN POLICE**
- **SERIOUS AND ORGANISED CRIME AGENCY (SOCA)**
- **OTHER NON HOME OFFICE FORCES NOT LISTED ABOVE INCLUDING THE CIVIL NUCLEAR CONSTABULARY (CNC)**
- **THE POLICE SERVICE OF NORTHERN IRELAND**
- **POLICE SCOTLAND**

A final word - what can hold up the process?

These are some of the more common reasons for holding up applications:

- 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. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached.

Your co-operation can help avoid delays. If in doubt regarding the completion of this application form, please contact the Shared Service Facility.

Positive Action

Applications are particularly welcome from black, Asian & minority ethnic, LGBT+ and female transferees, as these groups are under-represented within policing.

If you are from an under-represented group then please get in touch with our Workforce Representation Team by email: PositiveAction@northwales.police.uk or by telephone: 01492 804465 to find out more about Positive Action Support.

You can read more about Positive Action on our website

<https://www.north-wales.police.uk/recruitment-home/positive-action-team> to see if you're eligible for support as part of the transfer process. Welsh language support sessions are also available to help you achieve the required level.

APPLICATION FORM FOR A TRANSFEREE OFFICER

FOR OFFICE USE ONLY

Applicant No.
A/P
Application Received
Ack Sent

It is essential that you read all the guidance notes. You must complete all sections of this form in person, in either black ink or typeface. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections that 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 filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Police Service and may be shared by other police related organisations in the United Kingdom in respect of any recruitment applications you make. The information you provide may also be shared with other police related organisations for monitoring purposes.

Please indicate your language preference for the following:

Written correspondence	Welsh <input type="checkbox"/>	English <input type="checkbox"/>	Welsh and English <input type="checkbox"/>
Verbal communication	Welsh <input type="checkbox"/>	English <input type="checkbox"/>	Welsh or English <input type="checkbox"/>

Section 1 About you

PERSONAL DETAILS			
Family Name (e.g. Surname)		Surname at Birth/ previous Surnames/ Maiden Name (if different)	
Forename(s)		Preferred Name	Title (e.g. Mr, Ms, Mrs, Miss, Dr, Mx)
Date of Birth	Age	Town and Country of Birth	
Current Address			
Postcode		Date of start of Occupancy (month/year)	
Email Address (if applicable)			
Telephone Numbers (including area code)	Home	Work (if convenient)	
	Mobile		
Nationality (see note 1)			
National Insurance Number			

PREVIOUS ADDRESSES		
Please give all addresses at which you have lived over the last five years including temporary and student accommodation. Start with the most recent. Do not include your current address. Continue on a separate sheet if necessary and attach to this page.		
Full address (include postcode)	Approximate dates	
	from (month/year)	to (month/year)
Address 1:		
Postcode		
Address 2:		
Postcode		

DRIVER INFORMATION			
Do you hold a Driving Licence? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If Yes, (1) What type of Licence is it? Full <input type="checkbox"/> Provisional <input type="checkbox"/>			
(2) What is your Driving Licence Number?			
Please provide details of the Categories relevant to you, eg. A1 - 32/12/2025:			
Cat.	Expiry Date DD/MM/YYYY	Cat.	Expiry Date DD/MM/YYYY
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

NATIONALITY (see note 1)
<p>In order to be eligible, you must be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply. After 30 June 2021, nationals of the EEA or Switzerland will also need to provide evidence that their stay is free from restrictions. For those applicants who have dyslexia, reasonable adjustments may be made at the assessment centre as long as you can provide a valid psychologist report. Without this, reasonable adjustments cannot be considered.</p> <p>Which of the following citizenships do you have (tick all that apply)?</p> <p>British <input type="checkbox"/> European Economic Area or Switzerland <input type="checkbox"/> Commonwealth <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

TATTOOS (see note 2)												
Do you have any tattoos? YES <input type="checkbox"/> NO <input type="checkbox"/>												
If YES, please complete the sections below. Where are your tattoos located? (Please indicate in the table below.)												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">Hands</td><td style="width: 15%;"></td></tr> <tr><td>Neck</td><td></td></tr> <tr><td>Forearms</td><td></td></tr> <tr><td>Upperarms</td><td></td></tr> <tr><td>Face</td><td></td></tr> <tr><td>Other (please specify)</td><td></td></tr> </table> <p>You must include at least two photographs of each tattoo, if they are located on your hands, neck, forearms, upperarms or face. The first photograph must be a closeup of the tattoo. The second photograph must clearly show the location of the tattoo on your body.</p> <p>a) Please describe the tattoo and the wording of the tattoo.</p> <p>_____</p> <p>b) In addition, please give a translation if applicable and describe any personal significance or meaning you attribute to the tattoo.</p>	Hands		Neck		Forearms		Upperarms		Face		Other (please specify)	
Hands												
Neck												
Forearms												
Upperarms												
Face												
Other (please specify)												

MEMBERSHIP OF BRITISH NATIONAL PARTY OR SIMILAR (see note 4)
Are you a member of the British National Party, Combat 18 or the National Front? YES <input type="checkbox"/> NO <input type="checkbox"/>

DISABILITY (see note 3)	
The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The Police Service welcomes the recruitment of people who have disabilities.	
Do you have a disability (see note 2 for definition) you wish us to know about at this stage, including any learning difficulty e.g. dyslexia? YES <input type="checkbox"/> NO <input type="checkbox"/>	
In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.	
For those applicants who have dyslexia, reasonable adjustments may be made at the assessment centre as long as you can provide a valid psychologist report. Without this, reasonable adjustments cannot be considered.	
Report enclosed <input type="checkbox"/>	Report to follow at a later date <input type="checkbox"/> Dyslexic, but not submitting a report <input type="checkbox"/>

CONVICTIONS AND CAUTIONS (It is important you read note 5 before you complete this section)			
1. Have you ever been arrested or convicted for any offence or had formal cautions, reprimands/warnings by Police for any offence or any bind-overs imposed by any Court? YES <input type="checkbox"/> NO <input type="checkbox"/>			
(Include all traffic convictions including speeding offences/fixed penalties and appearances before a court martial and any cautions as a juvenile). Only exclude parking tickets.			
If you have answered YES , please enter details below. Continue on a separate sheet if necessary and attach to this page.			
Date (most recent first)	Offence / Alleged offence	Result (if known)	Court / Police Station involved
2. Have you ever been given a ticket in relation to any of the following offences - no insurance/no driving licence/no mot. YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you have answered YES , please enter details below. Continue on a separate sheet if necessary and attach to this page.			
Date (most recent first)	Offence / Alleged offence	Result (if known)	Court / Police Station involved

INVOLVEMENT WITH POLICE	
1. Have you ever been arrested/questioned by the Police (even if no further action was taken)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered YES , please give details.	
2. Have you ever been involved in a criminal investigation (whether or not this has led to any prosecution) - ie. as a witness? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered YES , please give details.	
3. DO YOU ASSOCIATE with any person(s) including family members who you know or have reason to believe has criminal convictions, OR is engaged in criminal activities, OR is a person who associates regularly with such persons YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered YES , please give details.	

ABOUT YOUR FAMILY

Please tell us about your family (wherever they live), and any other persons living at your address. If deceased please indicate in address field and include year of death. Continue on a separate sheet if necessary and attach it to this page. **Please complete all sections or your application will be delayed.**

Please provide full details of paternal parents for all children listed below. Please include information regarding children who are or have been dependent on you. Please include any other information that may be relevant to this application. (Example: children's father/mother if they do not live with you).

Relationship to you <small>*(delete as appropriate)</small>	Full Name	Occupation	Previous Surnames/Name at birth if different	Date of Birth	Place of Birth Town, County, Country	Full address <small>(including postcode)</small>
*Your spouse or partner						Postcode
Your father						Postcode
*Your stepfather or mother's partner						Postcode
Your mother						Postcode
*Your stepmother or father's partner						Postcode
*Your brother or sister (Full/half/step etc.)						Postcode
*Your brother or sister (Full/half/step etc.)						Postcode
*Your brother or sister (Full/half/step etc.)						Postcode
*Your brother or sister (Full/half/step etc.)						Postcode

* DELETE AS APPROPRIATE

ABOUT YOUR FAMILY (continued)						
Relationship to you <small>*(delete as appropriate)</small>	Full Name	Occupation	Previous Surnames/Name at birth if different	Date of Birth	Place of Birth Town, County, Country	Full address <small>(including postcode)</small>
*Your spouse's or partner's mother / stepmother etc.						Postcode
*Your spouse's or partner's father / stepfather etc.						Postcode
*Your child / child of partner						Postcode
*Your child / child of partner						Postcode
*Your child / child of partner						Postcode
*Children's father/mother if they do not live with you, only if child is 16 or under						Postcode
Children's father/mother if they do not live with you, only if child is 16 or under						Postcode
Other						Postcode

* DELETE AS APPROPRIATE

BUSINESS INTERESTS (see note 6)	
Do you currently have a job or business interest which you intend to continue should you transfer to North Wales Police? This may include any role that involves a financial gain eg. property rental.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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.	
<hr/>	
Do you or your spouse or any relative living with you own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment or entertainment)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered YES , please give details.	

FAMILY BUSINESS INTERESTS (see note 6)	
Do you or any of your family have any business interests in the North Wales Police area?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered YES , please give details.	

FINANCIAL POSITION (see note 7)			
Unless otherwise stated, complete these questions in respect of the last 6 years. Failure to disclose accurate information may result in your application being terminated.			
	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank / building society / finance house / other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit / charge / store or cheque card withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan / mortgage / Hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES , have your bankruptcy debts been discharged?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had any Court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been party to a voluntary agreement registered with the County Court?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES , has this been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, please provide a Certificate of Satisfaction			
Has a County Court/Tribunal Judgement been made against you?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES , has this been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2 Record of Police Service

CURRENT POLICE FORCE	
Which force are you currently serving in?	
Addresses of your: Force Human Resources Department:	Serving Station:
Post Code	Post Code
Contact Name	Contact Name
Telephone Number	Telephone Number
Email address (if applicable)	Email address (if applicable)
Force Identification Number (e.g. collar number)	
Current role within force	
Date of joining the police force (dd/mm/yy)	
Present salary	
Other benefits or bonuses (e.g. housing allowance)	
Period of notice required	
Please give a brief description of your present role, duties and responsibilities.	

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 <small>(Name and Address)</small>	Dates of service <small>From / To (Month / Year)</small>	Force Warrant Number	Role	Reason for leaving

TRAINING RECORD		
Please indicate what training you have received.		
	DATES (approx)	DESCRIPTION (e.g. kwikuffs, baton, etc)
OFFICER SAFETY TRAINING YES <input type="checkbox"/> NO <input type="checkbox"/>		
FIRST AID YES <input type="checkbox"/> NO <input type="checkbox"/>		
DIVERSITY TRAINING YES <input type="checkbox"/> NO <input type="checkbox"/>		
OTHER POLICE TRAINING (start with the most recent and continue on a separate sheet if necessary ie. Firearms, Driving, Detective)	DATES (approx)	QUALIFICATION (e.g. OSPRE/constable to Sgt Part 1)

MISCONDUCT AND COMPLAINTS ISSUES

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

YES

NO

Please give details of **ALL** complaints during your Police Service. Please continue on a separate sheet as necessary. We will contact your force's professional standards department for verification.

REFEREES

Please give names and addresses of two referees.

Referee 1: Current Line Manager	Referee 2: A Senior Officer from your force
Contact Name	Contact Name
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
May we contact this referee now?	May we contact this referee now?
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

OTHER QUALIFICATIONS

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

INSTITUTION / COMPANY	SUBJECT	GRADE (E.g. A level Physics 'C', BScHons Psychology '2.1', BTEC Business & Finance 'Merit')	DATE ATTAINED

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.

HM FORCES

Are you a member of the Reserve Forces?

YES

NO

Section 3 Reasons for Transfer

REASONS FOR TRANSFER
<p>Please give a brief description of your present role, duties and responsibilities.</p>

POSTING REQUEST PROFORMA

Q1 Posting Request - please state where you would be willing to serve:-

AREA A	AREA C
Wrexham Town <input style="float: right;" type="checkbox"/>	Anglesey <input style="float: right;" type="checkbox"/>
Wrexham Rural <input style="float: right;" type="checkbox"/>	Gwynedd North <input style="float: right;" type="checkbox"/>
Flintshire North <input style="float: right;" type="checkbox"/>	Gwynedd South <input style="float: right;" type="checkbox"/>
Flintshire South <input style="float: right;" type="checkbox"/>	
AREA B	
Denbighshire Coastal <input style="float: right;" type="checkbox"/>	
Conwy & Denbighshire Rural <input style="float: right;" type="checkbox"/>	
Conwy Coastal <input style="float: right;" type="checkbox"/>	

Q2 Do you wish to be considered for

Full time <input style="float: right;" type="checkbox"/>	Part time <input style="float: right;" type="checkbox"/>
--	--

FUTURE ADDRESS
If your application to transfer to North Wales Police was successful, where are you likely to live?

Section 4 Competency Framework

In order to progress through the process, you must satisfy North Wales Police that you are an efficient Police Officer. This section of the form requires you to provide evidence of your transferable skills linking the Competency and Values Framework.

In the following boxes, please provide examples (a minimum of 2) to illustrate when you have demonstrated your competency as a Police Officer.

- Your evidence must be current and no more than 2 years old
- You will need to evidence your competencies appropriate to the Competency and Values Level determined for the role - i.e. CVF Level 1 for Police Constable, Level 2 for Sergeants and Inspectors, Level 3 for Chief Inspectors and above.
- Be realistic, accurate and truthful. (You may be tested later on in the selection process on the criteria within this section)
- Please ensure that your answers in this section are contained wholly within the space provided. Do NOT attach any additional pages as these will not be assessed
- Please write clearly and concisely and ensure you pay particular attention to your spelling and grammar as this will also be assessed

Q1 INTEGRITY

Q2 PUBLIC SERVICE

Empty form area for Q2 Public Service.

Q4 WE DELIVER, SUPPORT AND INSPIRE

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 form of discrimination, victimisation or harassment;**
- **no job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability. This is subject to the Police Service engaging in a positive action scheme which intends to overcome or minimise a person's disadvantage; and**
- **no job applicant or employee is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim.**

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity. **This information forms no part of the recruitment process. It will be detached from your application on receipt.**

AGE		CHINESE OR OTHER ETHNIC GROUP	
16–25	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
26–45	<input type="checkbox"/>	Any other (please state)	<input type="checkbox"/>
46–65	<input type="checkbox"/>	GENDER IDENTITY	
65+	<input type="checkbox"/>	Intersex	<input type="checkbox"/>
LEGAL SEX		Transsexual	<input type="checkbox"/>
Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
Male	<input type="checkbox"/>	Male	<input type="checkbox"/>
DISABILITY*		Female	<input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	SEXUAL ORIENTATION	
WHITE		Bisexual	<input type="checkbox"/>
British	<input type="checkbox"/>	Gay/Lesbian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
English	<input type="checkbox"/>	RELIGIOUS BELIEF/FAITH	
Scottish	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Christian	<input type="checkbox"/>
MIXED		Hindu	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
ASIAN OR ASIAN BRITISH		None	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Indian	<input type="checkbox"/>	BLACK AND BLACK BRITISH	
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
		Any other Black background	<input type="checkbox"/>

* Under the Equality Act 2010 a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and longterm adverse effect on the person's ability to carry out normal daytoday activities. Cancer, HIV infection and multiple sclerosis are all conditions that are defined under the Equality Act 2010.

North Wales Police - Welsh Language Competency

Force	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
SPEAKING	No knowledge	Can say place names/Welsh first names or Welsh signs correctly. Can greet and introduce others in Welsh. Can show linguistic courtesy by opening and closing a conversation. Can give, and receive personal details.	Can understand the essence of a conversation in Welsh. Can convey basic information e.g. simple admin. or routine tasks. Can give and receive instructions and directions.	Can converse partly in Welsh but turns to English in discussion and to give detailed information. Can describe people and locations.	Can contribute effectively in meetings within own area of work and argue for or against a case. Can deal with people in most situations in Welsh but turns to English when dealing with complex situations.	Can deal effectively with complex discussions and questions in Welsh. Can adjust the style of language to suit all situations and needs.
WRITING	No knowledge	Can write a simple routine request to a colleague, such as 'Can I have... please?'	Can write a short note of request to a colleague or known external contact.	Can write informal memos, e-mail messages and routine requests.	With editorial help, can write business letters, reports and e-mails.	Can write reports and presentations and make full and accurate notes in Welsh in a meeting.

Spoken Welsh competence 0 1 2 3 4 5 (please tick as appropriate)

Written Welsh competence 0 1 2 3 4 5 (please tick as appropriate)

Section 5 Declaration

<p>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.</p> <p>Please tick the boxes to indicate your understanding and agreement.</p> <p>I understand that:</p>	<p>I confirm that my fingerprints and a sample of my DNA have been taken in my current force. (PSNI and Scottish forces do not currently take officers' DNA). <input type="checkbox"/></p>
<p>I must inform the recruitment office without delay of any change in my circumstances. <input type="checkbox"/></p>	<p>Successful candidates must serve wherever required to do so within the force area. <input type="checkbox"/></p>
<p>Criminal conviction checks will be made against myself and my family members and I have informed them of this. <input type="checkbox"/></p>	<p>The chief officer retains the right to reject any application without giving reasons. <input type="checkbox"/></p>
<p>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. <input type="checkbox"/></p>	<p>The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand that this information may be shared by other police forces. <input type="checkbox"/></p>
<p>Any offer of appointment will be subject to satisfactory references and vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness. <input type="checkbox"/></p>	<p>No member of the British National Party, Combat 18 or the National Front – groups whose aims, objectives or pronouncements may contradict the duty to promote race equality – can join the Police Service. <input type="checkbox"/></p>
<p>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. <input type="checkbox"/></p>	<p>Signature Date</p>

Checklist

1: READ THROUGH YOUR COMPLETED APPLICATION CAREFULLY AND ENSURE YOU HAVE ANSWERED ALL THE QUESTIONS.

Remember to take a photocopy of your completed application form.

2: BEFORE RETURNING YOUR APPLICATION FORM, PLEASE CHECK THAT YOU HAVE DONE THE FOLLOWING:

- Have you enclosed 2 performance development reviews / appraisals?
- If applicable, have you enclosed photographs of any tattoos on your hands, neck, forearms, upperarms or face?
- Have you included your force print outs for complaints and misconduct issues, awards and commendations?
- Have you included a copy of you Training Record?

Guidance notes for the completion of this application form

You might find it helpful to retain a copy of your completed application to refer to later.

Note 1 NATIONALITY

In order to be eligible, you must be a British citizen or a citizen of a country that is a member of the **European Economic Area**, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.

After 30 June 2021, nationals of the EEA or Switzerland will also need to provide evidence that their stay is free from restrictions.

Note 2 TATTOOS

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the Police Service. It depends on their size, nature and location, and sometimes on the extent.

If you have tattoos on your face, neck, forearms, upperarms or hands, you must indicate their location and provide at least two photographs of each tattoo. The first must be a closeup of the tattoo and the second must clearly show the location of the tattoo on your body. If you have tattoos located on other areas of your body then please contact your local force. Please ensure that you describe the tattoo and the wording, giving a translation if applicable. Describe any personal significance or meaning that you attribute to the tattoo.

Tattoos are not acceptable if they:

- undermine the dignity and authority of the office of constable;
- could cause offence to members of the public or colleagues
- and/or invite provocation;
- are garish or numerous or particularly prominent;
- indicate unacceptable attitudes towards women, minority groups or any other section of the community;
- indicate alignment with a particular group that could give offence to members of the public or colleagues; and/or
- are considered to be discriminatory, rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Note 3 DISABILITY, HEALTH AND EYESIGHT

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Successful applicants who receive a conditional offer of employment or who are placed into a pool of successful candidates to whom we intend to make a conditional offer when a position arises will then be asked prior to appointment to fill in a medical questionnaire and undertake a medical examination which will also include an eyesight test. Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test. Information about the medical and eyesight standards, the fitness test and fitness training can be found at www.policecouldyou.co.uk

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to undertake the assessment process and the role of a police officer.

If you have a learning difficulty and require reasonable adjustments in completing this form, please contact the force you are applying to.

Disability is defined as ‘a physical or mental impairment which has a substantial and longterm adverse effect on the ability to carry out normal daytoday activities’.

EYESIGHT REQUIREMENTS

You may have seen a chart like the diagram opposite at your optician’s. The actual chart is much larger and is read from a distance of six metres. Each line equates to a standard.

The standard you need to meet either with or without spectacles or contact lenses is:

DISTANCE VISION

- 6/12 or better with either your right or left eye
- 6/6 with both eyes together

A	6/60
BC	6/36
DEFG	6/24
HIJKLM	6/18
NOPQRSTU	6/12
VWXYZABCD	6/9
EFGHIJKLMNOPQ	6/6
RSTUVWXYZABCDE	6/5

Note 3 Disability, health and eyesight (continued)

NEAR VISION

6/9 with both eyes together (aided).

COLOUR VISION

The use of colourcorrecting lenses is not acceptable. Severe colour vision deficiencies (monochromacy) are not acceptable. Mild anomalous trichromacy is acceptable. Severe anomalous dichromacy or trichromacy is also acceptable but you will need to be aware of the deficiency and make appropriate adjustments.

EYE SURGERY

Radial keratotomy, arcuate keratotomy or corneal grafts are not acceptable.

Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS and epiflap are all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects and the other eyesight standards are met.

You may be asked to provide a report from an optician. This can be found at www.policecouldyou.co.uk under 'Eyesight test'.

application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

You can assess our policy on criminal convictions at www.policecouldyou.co.uk or call our Recruitment Department. We will also want to know whether any of your close family or associates are involved with criminal activity and we will therefore search for any criminal convictions or cautions recorded against your family. You must advise them that these enquiries will be made. The Police Service cannot disclose the results of these enquiries to you.

Note 4 Membership of BNP or similar

The Police Service has a policy of prohibiting any of their officers or staff from becoming members of the British National Party (BNP), Combat 18 or the National Front, whose aims, objectives or pronouncements may contradict the duty to promote race equality. If you are a member of the BNP or similar, your application will be rejected.

Note 6 Business interests

Unless the chief officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or any other relative living with you keeps a shop or similar in the area of the police force in question.
- You, your spouse or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However, the chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 5 Convictions and Cautions:
You and your family

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions/cautions/reprimands or warnings will, however, result in your application being terminated.

You must declare all convictions for past offences, formal cautions by the Police (including cautions as a juvenile, i.e. under 18 years) and any bind-overs imposed by any court. You should include any traffic convictions such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences and any appearances before a Court Martial. Only exclude parking offences.

You must also declare any charge or summons currently outstanding against you.

You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975) or any involvement with civil, military or transport Police.

You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).

Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure

Note 7 Financial position

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

Police Regulations also state 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.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court judgments outstanding against them or who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court judgments may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA) may not be considered.