

**NOTTINGHAMSHIRE  
POLICE**

## Transferee/ Rejoiner Application Form

You should complete all sections of this form personally in black ink. (Disabled people who are unable to comply with this may use a word processor/typewriter). Use continuation pages 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 clearly be marked N/A.

If you have a disability and feel you may be unable to comply with any of the above please contact the Personnel section on 0115 967 2425/2426

### 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.

## SECTION 1

Personal Details <i>(see note 1)</i>		
Surname	Surname at Birth <i>(if different)</i>	
Forename(s)	Title <i>(Mr, Ms, Mrs, Miss, Dr)</i>	
Date of Birth	Age	Town and Country of Birth
Current Address		
Postcode	Date of Occupancy	
Email Address <i>(if applicable)</i>		

**Telephone Numbers**

*(including area code)*

Home

Work *(if convenient)*

Mobile

National Insurance Number

**Nationality *(see note 1)***

What is your nationality?

If a Commonwealth citizen or a foreign national, is your stay in the UK free of Restrictions?

Yes  No

If a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows your stay in the UK is free of restrictions

Photocopy of passport included?

Yes  No

Is your passport free of restrictions?

Yes  No

**Convictions and cautions** *(it is important that you read note 2 before you complete this section)*

Have you been convicted for any offence or had any formal cautions by Police (including Military 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 involved (most recent first)	Offence/ Alleged Offence	Result (if known)	Court/Police station

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

Yes  No

If YES, please give details below.

**Tattoos** *(See note 3)*

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

Yes  No

If YES describe their nature and location. Please provide a photograph.

**Membership of BNP or similar**

The police service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality. If you are, or have been, a member of the BNP or similar, your application may be rejected.

### Health and Eyesight (See note 4)

Included in your pack is a medical questionnaire. You should complete the medical questionnaire and return it with your application form.

If you are successful in the process you will be required to undertake a medical examination. Your eyesight will also be tested at that stage. Failure to meet the medical and eyesight standards means you cannot be appointed. We will also contact your current/previous force(s) for verification of your records.

Please state:

a) How many occasions you have been absent from work due to ill health over the last three years (from the date of your application)

b) How many working days sickness absence you have taken over the last three years (from the date of your application)

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

- a) 3 occasions
- b) 12 days

### Financial Position (See note 5)

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 (inc dates)
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?		
Have you had repossession proceedings commenced against you?		
Is there currently an attachment of earnings against your salary?		

\* If applicable, please provide a Certificate of Satisfaction

## Previous addresses

Please give all addresses at which you have lived over the last five years. **Start with the most recent.** Do not include your current address. Continue on a separate sheet if necessary.

Full Address:  
(include postcode, if known)  
(month/year)

Approximate dates  
from (month/year) to

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1.

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2.

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3.

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4.

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6.

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7.

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8.

## About your family

Please tell us about your family (wherever they live), and any other adults living at your address. Continue on a separate sheet if necessary. **Please complete all sections or your application will be delayed.**

Relationship to you (Delete as appropriate) & name at birth, if different)	Full Name (Include previous surnames if known)	Date & <i>place of birth</i>	Full address (including postcode)
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Your Spouse or partner

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Your Father

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Your Stepfather or mother's partner

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Your Mother

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Your Stepmother or Father's partner

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Your brother or sister  
(Full/half/step etc )

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Your brother or sister  
(Full/half/step etc )

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Your brother or sister  
(Full/half/step etc )

## About your family (continued)

Relationship to you (delete as appropriate)	Full Name (include previous surnames & name at birth, if different) if known)	Date & <i>place of birth</i>	Full address (including postcode)
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Your brother or sister  
(Full/halfstep etc )

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Your spouse's or partner's  
Mother/stepmother etc

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Your spouse's or partner's  
Father/stepfather etc

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Your child/child of partner  
(only state if aged 16+)

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Your child/child of partner  
(only state if aged 16+)

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Your child/child of partner  
(only state if aged 16+)

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Your child/child of partner  
(only state if aged 16+)

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Other adults living at your addresses (*e.g. lodger, extended family*)

## SECTION 2

Current Police Force	
Which force are you currently serving in?	
Include addresses of your:	
Force Headquarters	Serving Station
POST CODE:	POST CODE:
Force Identification Number ( <i>eg collar number</i> )	
Current rank / role within force	
Dated started in force	Present Salary
Other benefits or bonuses ( <i>e.g. housing allowance, special priority payment</i> )	
Period of notice required	
Please give a brief description of your present role, duties and responsibilities	
Please provide the name and address of your current line manager to provide a reference:	Telephone number:
	May we contact this referee now?
We will need to obtain your sickness record, information about any outstanding complaints against you and copies of your last 3 appraisals. If you have recently completed your probationary period, we shall require copies of Level 3 of your Personal Development Plan so, if applicable, please return this with this application. Please provide as much of the above details as possible together with contact details of whom we need to write to in order this information.	
Name of Force Contact:	
Contact Address:	Telephone Number:
	Employed From: To:

Previous Police Service			
List <u>previous</u> roles / positions held in your current force and previous roles / positions held in <u>other forces</u> in which you have served. <u>Start with the most recent</u> . Continue on a separate sheet if necessary.			
Force / Station / Department	Rank / Position Held	Dates from / To	Reason For Leaving ( <i>eg promotion</i> )

### Conducts and Complaints

Are you currently involved in any complaint or misconduct investigation? If YES, please provide brief details.

Please detail any information you reveal to CPS via an MG 6B.

**Please note, we will contact your force for verification of your misconduct and complaints history.**

### Driving skills

Do you hold a current driving licence?	YES / NO
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Have you any endorsements on your licence? If YES, how many?	
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### 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
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### Business Interests (See Note 6)

Do you currently have any job or business interest, which you intend to continue should your transfer be successful?	YES / NO
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If YES, please state the nature of this job or business and the extent of your involvement (eg *actively involved, non executive director*). Include hours spent on it.

Do you or your wife / husband / partner or any living relative with you own or intend to run a shop or business which requires a licence (eg liquor, gaming, refreshment house or entertainment)?	YES / NO
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If YES, please give full details.

## SECTION 3

### Reason for Transfer

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### 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 Headquarters Personnel (Recruitment) office without delay of any change in my circumstances.
- Criminal conviction checks will be made against myself and my family members and I have informed them of this.
- 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.
- Formal disclosures of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- 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 that my fingerprints and a sample of my DNA have been taken in my current force. (PSNI and Scottish forces do not currently take officer's 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 given reasons. The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces.
- I agree that sickness records, information about any outstanding complaints against me and copies of my last 3 appraisals will be sought from current / previous force(s).

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 Headquarters Personnel (Recruiting) Office at Nottinghamshire Police.

*Before returning your application form, please check the following:*

Have you included a telephone number at which you can be contacted?	
Have you enclosed your last 3 Performance Development Reviews / Staff Appraisal?	
Have you included your force print outs for Complaints and Misconduct Issues, Attendance and Health Record and Awards and Commendations?	
If you are a Commonwealth Citizen or a foreign national, have you included a photocopy of your passport with evidence that your stay here is not subject to restrictions?	
If applicable, have you enclosed a Certificate of Satisfaction?	
Have you signed the declaration on Page 10?	
Have you remembered to take a photocopy of your completed application?	
Have you completed and enclosed the equal opportunities monitoring form and our marketing form?	
Have you completed the Medical Questionnaire?	

**THE COMPLETED APPLICATION FORM AND ALL ENCLOSURES SHOULD BE  
SENT TO:  
HEADQUARTERS PERSONNEL (RESOURCING) OFFICE  
NOTTINGHAMSHIRE POLICE  
SHERWOOD LODGE  
ARNOLD  
NOTTINGHAM  
NG5 8PP**

# EQUAL OPPORTUNITIES

## Policy Statement

Nottinghamshire Police is committed to providing equality of opportunity in terms of employment. The Policy Statement applies to all staff and applicants regardless of race, gender, marital status, colour, nationality, religion or belief, ethnic or national origin, sexual orientation, age or disability. This commitment applies to all issues affecting recruitment, training, transfer and promotion including terms and conditions of service.

To assist us in assessing the effectiveness of this policy **and only for this reason**, please complete the following details. This information will NOT be used in deciding your suitability for the post.

## Disability

Definition of Disability:

Section 1 of the Disability Discrimination Act 1995, defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.'

Do you **consider** yourself to have such a disability?

Yes  No

If yes, is there any further information you want to tell us about your disability?

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We are endeavouring to improve access and facilities. With this in mind do you require any special aids or equipment to take account of your needs, should you be successful in your application?

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# 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 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, religion or disability.**
- **No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements Of the job.**

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 ensure equality of opportunity.

**This information forms no part of the recruitment process. It will be detached from your application on receipt.**

Age	18-24 <input type="checkbox"/>	25-35 <input type="checkbox"/>	36-55 <input type="checkbox"/>	Sexual Orientation	Bisexual <input type="checkbox"/>
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>			Gay/Lesbian <input type="checkbox"/>
Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Heterosexual <input type="checkbox"/>
Ethnic origin					Prefer not to say <input type="checkbox"/>
White		British <input type="checkbox"/>		Religious belief/faith	Buddhist <input type="checkbox"/>
		Irish <input type="checkbox"/>			Christian (state denomination if you wish) <input type="checkbox"/>
		Any other white background <input type="checkbox"/>			
Mixed		White and Black Caribbean <input type="checkbox"/>			Hindu <input type="checkbox"/>
		White and Black African <input type="checkbox"/>			Jewish <input type="checkbox"/>
		White and Asian <input type="checkbox"/>			Muslim <input type="checkbox"/>
		Any other mixed background <input type="checkbox"/>			Sikh <input type="checkbox"/>
Asian or Asian British		Indian <input type="checkbox"/>			None <input type="checkbox"/>
		Pakistani <input type="checkbox"/>			Other (please state) <input type="checkbox"/>
		Bangladeshi <input type="checkbox"/>			Prefer not to say <input type="checkbox"/>
		Any other Asian background <input type="checkbox"/>			
Black and Black British		Caribbean <input type="checkbox"/>			
		African <input type="checkbox"/>			
		Any other black background <input type="checkbox"/>			
Chinese or other ethnic group		Chinese <input type="checkbox"/>			
		Any other (please specify) <input type="checkbox"/>			

# MARKETING FORM

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to Nottinghamshire Police  
Tick any that apply.

Police officer or other police service employee

Friend/ Family/Other

Internet Site (please state site)

In national press (please state publication)

in local press (please state publication)

at local event (please state venue)

in recruitment poster (please state where)

Other (please specify)

Please give details of any other media, interviews or articles

**To help us monitor the return of applications please complete the following:**

**Name**

**Date of Birth**

**Force Applied For**

**Application Form Received From:**

**Force**  **Other**  **Please specify:**