



NOTTINGHAMSHIRE
POLICE

APPLICATION FORM FOR TRANSFEREE



APPLICATION FORM GUIDANCE

You should read these notes carefully before you complete the form. You might also find it helpful to retain a copy of your completed application form to refer to later.

Note 1: Personal Details / Nationality

Applicants will undergo a thorough vetting process. Please list all surnames by which you have been known, including your name at birth. If you share your home/ accommodation with another person (multiple occupancy) you will need to indicate this on your form

If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK. You should therefore send a **copy** of your passport, which shows that your stay is free of restrictions. **Do not** send your actual passport with this application. Other documentary evidence of your status may be required.

Note 2: 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 or cautions will, however, result in your application being terminated.

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

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

If you believe you have been involved in the kind of incident we need to know about, please let us know. Some applicants do not declare information, which they believe, is no longer held on record. However, our enquiries will highlight incidents that happened long ago and failure to disclose these may lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

We want to know whether any of your close family or associates are involved in criminal activity. You will also need to disclose on your form information relating to deceased relatives. We will 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 3: 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 or hands, you should describe their nature, words used, extent, size and location.

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 which could give offence to members of the public or colleagues
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Note 4: Sickness and Disability

Nottinghamshire Police has an attendance management policy, which forms part of the Sickness Absence Management Strategy. This policy applies to all selection processes undertaken by the organisation. Applicants may not be eligible to proceed to the selection process if they have been absent from work, school, college or university through sickness over the previous 3 years for:

- An average of more than 10 working days per year or
- More than 10 separate periods during that 3 year period **and**

In either case the individual's overall attendance record must not display a pattern of sickness absence, or a single significant period of sickness absence, which would cause the manager to feel unable to depend or rely on that individual's regular attendance at work.

Illness as a result of disability within the terms of the DDA will be counted separately.

NB: (1) The previous three years will be calculated from the closing date for the post, or for external applicants at the time of requesting employer references.
(2) Internal applicants must enclose Form G.32A, completed by their Line Manager, with their completed application by the closing date for the post.

If you have any disability we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability and details of any reasonable adjustment you think you may need to undertake the selection process and the role you have applied for.

Successful applicants will complete a medical questionnaire and undertake a drugs screening test prior to appointment.

Disability Symbol

We are committed to employing disabled people and will:

- Interview all disabled applicants who meet the minimum essential criteria for a job vacancy and consider them on their abilities.
- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what they can do to make sure they can develop and use their abilities.
- Make every effort when employees become disabled to make sure they stay in employment.
- Take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work.
- Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

Note 5: Financial Information

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

Applicants who have existing County Court Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered.

Applicants who have discharged County Court Judgements may be considered.

Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after 3 years from discharge of the debt.

Note 6: Business Interests

Unless the Chief Officer decides otherwise, you will not normally be eligible for appointment 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 relative living with you keeps a shop or similar in the area of Nottinghamshire Police
- 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 or places of entertainment in the area of Nottinghamshire Police

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.

