Stonewall

Cheshire Constabulary
BE SAFE, FEEL SAFE

Application to Transfer
Cheshire Constabulary

POLICE OFFICER - TRANSFEREE APPLICATION FORM

CONSTABLE

Please complete in **BLOCK CAPITALS** and **BLACK INK**

FOR CONSTABULARY USE ONLY

REF No.:

PERSONAL DETAILS

Surname:

Forename(s):

Name at Birth (if different):

Title:

Present Address:

Post Code:

Telephone No. Private:

Mobile No.:

E-mail address:

Date of Birth:

Age: Years:

Months:

Nationality:

FUTURE ADDRESS

If your application is successful, where are you likely to live?

CURRENT POLICE FORCE

Which force are you currently serving in?

Address of your Police Headquarters:

Postcode:

Address of your Serving Station:

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, competency related threshold payment):

Period of notice required:

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

SERVICE IN ANOTHER POLICE FORCE

Please give details of **all service** in any other Police Force. Please include Cadet, Police Officer, Support Staff and Special Constabulary.

Name and Address of Employer	Position Held	Dates		Reason for Leaving
		From	To	

COMPLAINTS HISTORY

Please give details of **ALL** complaints during your police service, together with details of any outstanding / ongoing complaints or misconduct enquiry. Please continue on a separate sheet if necessary - we will contact your force Professional Standards Unit for verification.

TATTOOS

Do you have any tattoos on your hands, neck, forearms or face? Yes: ☐ No: ☐

If YES, describe their nature and location or attach a photograph.

DISABILITY, HEALTH AND EYESIGHT

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 you wish us to know about at this stage, including any learning difficulty e.g. dyslexia?

Yes: ☐ No: ☐

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 '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.

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.

If you are successful at interview you will be invited to complete and return the medical questionnaire. You will also undertake a medical examination and eyesight test.

BUSINESS INTEREST

Do you have a job or business interest which you intend to continue upon transferring?

Yes: ☐ No: ☐ If YES, please give details:

HM FORCES

Are you or have you previously been a member of HM Forces?

Yes: ☐ No: ☐

Service Number:

Rank/Rating:

Commanding Officer:

Unit and unit address:

Telephone:

Served from/to:

Date of discharge:

Reason for discharge:

TRANSFEREE APPLICATIONS

Do you have an ongoing transferee application with another force?

Yes: ☐ No: ☐ If YES, please give details:

Force	Date applied

REASONS FOR TRANSFERRING

Why do you want to join the Cheshire Constabulary?

POLICING COMPETENCIES

In order to progress in the process, you must satisfy the Constabulary that you are an efficient Police Officer.

This section of the form is an opportunity for you to tell the selectors how you have demonstrated certain competencies. Be realistic and accurate and remember that what you write about yourself must be the truth. You will be tested later on in the selection process on the criteria in this section. Your evidence must be current and no more than 2 years old.

- In the following boxes, use examples to illustrate when you have demonstrated your competency as a Police Officer.
- Please ensure that your answers in this section are contained wholly within the space provided. Do not attach any additional pages.

The required competencies will be assessed only on the information contained within the boxes.

Please complete in your normal handwriting and in black ink.

If your application is successful the Policing Competencies will form the basis of the interview.

Also please enclose a copy of your last 2 PDR's.

1. COMMUNITY AND CUSTOMER FOCUS

Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns.

2. PROBLEM SOLVING

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.

3. RESILIENCE

Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

4. RESPECT FOR DIVERSITY

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.

TO BE COMPLETED BY ALL APPLICANTS

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.
- 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 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.
- I consent to Cheshire Constabulary undertaking such financial checks as are necessary to verify my financial status. I understand that all such information will be treated in the strictest confidence.
  I declare that all the statements I have made are true and complete to the best of my knowledge and belief, and if this information changes, I will inform the Recruitment Team immediately.

I have:

- Enclosed a copy of my last 2 PDRs.

Signed: .....Date: .....

TRAINING (OTHER QUALIFICATIONS)

Please detail all training and development courses attended in the past 5 years, including level of driver training. If applying as a Detective Constable, confirmation of dates completed the National Foundation Course.

ARE YOU:

Baton Trained:	Yes:	☐	Date last trained:		No: ☐
Quick Cuff Trained:	Yes:	☐	Date last trained:		No: ☐
Captor Spray Trained:	Yes:	☐	Date last trained:		No: ☐
Trained to Mutual Aid Standard:	Yes:	☐	Date last trained:		No: ☐
First Aid Trained:	Yes:	☐	Date last trained:		No: ☐
Standard Driver Trained:	Yes:	☐	Date last trained:		No: ☐
Advanced Driver Trained:	Yes:	☐	Date last trained:		No: ☐

OTHER TRAINING & DEVELOPMENT

Course Title	From	To

DETECTIVE CONSTABLE ONLY

National Foundation Course	Yes:	☐	Date:		No: ☐

OTHER INFORMATION

Qualifications you wish to be accredited by Cheshire Constabulary:

Police courses you wish to be accredited by Cheshire Constabulary:

Other qualifications which are relevant:

Career aspirations:

Preferences for postings in Cheshire Constabulary:

1. .....

2. .....

3. .....

Transferee Guidance Notes
Constable

The application form is in nine parts:-

1. Personal Details
2. Current Police Force
   - Service in another Police Force
   - Complaints History
3. Health, Eyesight and Disability
   - Business Interest
   - HM Forces
4. Reasons for Transferring
5. Policing Competencies
   - Community and Customer Focus
   - Problem Solving
   - Resilience
   - Respect for Diversity
6. Declaration
7. Training
8. Other information
9. Equal Opportunities

All sections of the application form must be completed in your own handwriting.

All candidates must complete the declaration on **page 10.**

Please ensure you list all complaints on **page 5.** Failure to do so could result in your application being rejected.

If after reading through the application form you have any questions please contact the Recruitment Team on **01606 362248, option 3, option 1.**

CHESHIRE CONSTABULARY

SELECTION PROCESS FOR TRANSFEREES

Stage 1	Shortlisting of application form.
Stage 2	Applicants successful through shortlisting will be sent a vetting form. Complaints and Discipline checks will be sent to applicant's force.
Stage 3	Once all vetting and Force enquiries are returned you are invited in for a Competency Based Interview.
Stage 4	Physical Fitness Test.
Stage 5	Sickness checks, Medical examination and Uniform Fittings.
Stage 6	Formal offer of appointment and issue of joining instructions.
Stage 7	Posting.

Cheshire Constabulary Headquarters
Recruitment Team
Business Service Centre
Clemonds Hey
Oakmere Road
Winsford
CW7 2UA

01606 362248, option 3, option 1

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 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 ☐	25–35 ☐	36–60 ☐
Sex		Male ☐	Female ☐
Disability*		Yes ☐	No ☐
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 and Black British			Caribbean ☐
			African ☐
			Any other black background ☐
Chinese or other ethnic group			Chinese ☐
			Any other (please specify) ☐
			Prefer not to say ☐

Sexual orientation	Bisexual ☐
	Gay/Lesbian ☐
	Heterosexual ☐
	Prefer not to say ☐
Gender identity (optional)**	Transexual ☐
	Transgender ☐
	Intersex ☐
Religious belief/faith	Buddhist ☐
	Christian (state denomination if you wish) ☐
	Hindu ☐
	Jewish ☐
	Muslim ☐
	Sikh ☐
	None ☐
	Other (please state) ☐
	Prefer not to say ☐

* 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 long-term adverse effect on the person's ability to carry out normal day-to-day activities. Cancer, HIV infection and multiple sclerosis are all conditions that are defined under the Equality Act 2010.

** If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with.

THE CHIEF CONSTABLE RETAINS THE RIGHT TO REJECT ANY APPLICATION WITHOUT GIVING A REASON.

RECRUITMENT TEAM
BUSINESS SERVICE CENTRE
CONSTABULARY HEADQUARTERS
CLEMONDS HEY
OAKMERE ROAD
WINSFORD
CW7 2UA

NOTE — Data Protection Act 1984 and 1998

Personal Data supplied on this form may be held on and / or verified by reference to information already held on computer.

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