**GUIDANCE NOTES FOR CANDIDATES**

 **Transferee Constable Process – 2021**

Thank you for your interest in joining Staffordshire Police as a Police Constable. The recruitment pack comprises of the following documents:

* Application form
* Guidance notes
* Modern Policing
* You should read these notes thoroughly before completing the application form.

ELIGIBILITY CRITERIA

**Mandatory Qualifications:**

Candidates must be substantive constable.

APPLICATION PROCESS

Applicants are required to complete the application form and return it to Helen Brunjes as soon as possible.

It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on your personal involvement/experience and actions. The appropriateness of your application will be determined by the extent that your evidence relates to the question being asked and how thoroughly you respond.

Current Warnings/Improvement Notices:

Officers with a current formal misconduct warning that was issued following a Misconduct Hearing or Meeting will not be eligible to apply.

Officers with a live written improvement notice issued under the Police (Performance) Regulations will not be eligible to apply.

Outstanding Complaint or Misconduct Enquiry:

Officers subject to an outstanding complaint or misconduct enquiry are eligible to enter the promotion process.

Please provide details with your application form. We will contact your Force for verification.

**Shortlisting**

Shortlisting of applicants will be undertaken as the application forms are received.

**Shortlisted candidates**

*All final shortlisted candidates will follow the process described below.*

1. **Interview**

The interview will be a structured competency based interview.

**Dress Code:**

In terms of dress code, if uniform forms part of normal dress code, then this should be worn for interview, white shirt and tie will be appropriate **(there is no requirement for tunics).** If currently performing an acting role, insignia for this rank may be worn.

**Feedback:**

Formal feedback will be offered to all candidates.

**SUCCESSFUL CANDIDATES**

Successful candidates will be notified by telephone and conditional offers made subject to satisfactory vetting/medical clearance and references

**Vetting / Medical Clearances /Fitness**

Some posts may require higher levels of vetting / medical clearance.

**Postings:**

Successful candidates may be posted to any of the vacancies force wide. Postings will be in line with current Force policy in respect of travelling restrictions.

**APPEALS AND ADJUDICATION**

The Head of People Services will act as adjudicator for the process. However it is deemed that candidates applying for promotion accept the process methodology

Note 1.HEALTH & EYESIGHT

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| Successful applicants will have to undertake a medical examination and fitness test prior to appointment. You will be sent a medical questionnaire towards the end of the recruitment process. There is no need to have your eyesight tested prior to application.  |

Note 2. Business Interests

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| You need to declare your business interests. Any business interest will need to be approved by the Chief Constable in order for you to continue with it. You will be asked to provide details on the application form. |

Note 3. Financial Position

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| 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. |
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