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For Official Use Only	
Candidate No.	
Police Reference No.	
Name	
Date Received	



Application to Transfer to the Police Service of Scotland

Please submit the following information with your application form. Failure to submit this information will result in your application not being progressed. Please ensure you refer to the guidance notes for further information. See note 2.

3 completed PDRs	<input type="checkbox"/>
Relevant vocational certificates	<input type="checkbox"/>
A copy of your training record	<input type="checkbox"/>
2 passport size photographs	<input type="checkbox"/>
Posting preference questionnaire	<input type="checkbox"/>

Please also ensure that you have completed all information requested and that you have signed and dated the application form.

Should extra space be required when answering any of the questions in this form, please use the Additional Information section on page 11.

Before completing this form you must read the accompanying guidance notes fully.

Data Protection

The information you provide in this application form will be entered into a manual filing system and put onto a computerised recruitment system and as such is covered by the Data Protection act 2018. The data will be used to assess your suitability to transfer to Police Scotland and may be shared with other police forces in the United Kingdom in respect of any recruitment applications you make.

Prior to completing the application please read the Recruitment Privacy Notice on our website which explains how we will process your personal data.

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Section 1 – About You				
Personal Details				
Surname(s) / Family Name(s)				
Forename(s)				
Previous Name(s)				
Date of Birth				
National Insurance No				
Home Address				
Postcode				
Email Address (work)				
Telephone Numbers (including area code)				
Home				
Work				
Mobile				
Driving Licence Details				
Driving Licence Number				
Licence Type (tick relevant box/es)	Full	<input type="checkbox"/> Required - Indicate if manual or automatic	Manual	<input type="checkbox"/>
			Automatic	<input type="checkbox"/>
	Provisional	<input type="checkbox"/>		
Groups Authorised				
Date of Expiry				
Please provide details of your police driving qualifications				
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Section 2 – Details of Police Service (See Note 3)	
Current Force	
Address of Force Headquarters	
Line Manager	
Name	
Full Work Address (including postcode)	
Telephone Number	
Email Address	
Human Resources Department	
Name	
Full Work Address (including postcode)	
Telephone Number	
Email Address	
Date of Appointment to Police Service	
Date of Appointment to Current Force	
Total Police Service (years and months)	
Force ID / Collar Number	
Current Role Title	
Current Rank (substantive)	
Years of Service at Current Rank	
Division / Department	
Are you qualified for promotion to a higher rank?	

Please provide details of your current role including details of your duties and areas of responsibility.

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Other Police Service				
Please provide details of any previous service with another police force(s)				
Date of Service	From		To	
Force				
Role				
Reason for Leaving				

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Please provide details of any previous service with another police force(s)				
Date of Service	From		To	
Force				
Role				
Reason for Leaving				

Previous Application to Transfer	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	

Previous Application to Transfer	
Month / Year of Application	
Force	
Post Applied For	
Recruitment Stage Reached	

HM Forces				
Have you served in the HM Forces?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Service Number				
Rank / Rating				
Commanding Officer				
Unit Address (including postcode)				
Unit Telephone Number				

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Are you a Reservist?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, please give details of reserve liabilities including expiry dates.				

Business Interests (please refer to note 4)				
Do you currently have any job or business interest which you currently have outwith your role as a police officer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you intend to carry on this business interest if you are successful in your application to transfer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you or your spouse / civil partner or any relative living with you, own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment, house or entertainment)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes to any of the above questions, please provide full details below.				

Tattoos (see note 5)				
Do you have any tattoos?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, please describe what they are and where they are:				

Section 3 – Competency Based Assessment (see note 6)

In order to progress through the process, you must satisfy Police Scotland that you are an effective police officer. This section of the form requires you to provide evidence of your transferable skills, linked to the personal qualities within the Policing Professional Framework.

In the following boxes please provide your best examples to illustrate the competency using a maximum of 350 words per competency. Your evidence must be from the last 5 years.

It is very important that you read the guidance notes prior to completing this section.

Q1. Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Word Count

Q2. Working with Others		
<p>Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people with language they understand. Listens carefully and ask questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>		
	Word Count	

Q3. Decision Making		
<p>Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risk, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p>		
	Word count	

Q4. Service Delivery		
<p>Understands the organisations objectives and priorities and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p>		
	Word count	

Section 4 - Motivation

Please tell us why you wish to transfer to Police Scotland. Please use a maximum of 350 words per question.

Q1. Why do you want to transfer to Police Scotland?		
	Word count	

Q2. What particularly appeals to you about working for Police Scotland?		
	Word count	

Q3. What challenges do you envisage you will encounter if you transfer to Police Scotland?

	Word count	
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Additional Information	
Section / Question No.	Additional Information

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.
- Criminal conviction checks will be made against myself, my family members and other adults living in my household. As far as possible I have informed them of this.
- Financial checks may 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 disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- Any deliberate false statement or omission in connection with my appointment may result in my application being rejected at any stage of the process.
- If I am appointed my fingerprints and a sample of DNA will be taken and held on record for elimination purposes at crime scenes for the duration of my service.
- If my transfer is successful I must serve wherever required on appointment and throughout my service.
- The Chief Constable retains the right to reject any application without giving a reason.
- Any offer of appointment will be subject to continued good conduct.

Signed	
Name (BLOCK CAPITALS)	
Date	