



# **Isle of Man Constabulary Transferee Application Form**

This form is for use by Established Constables who have completed their probationary period and wish to transfer from all England and Wales Home Office Forces, Police Service of Northern Ireland, Police Scotland, British Transport Police, States of Jersey Police and Salaried Police Force of the Island of Guernsey.

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

Before submitting your form you must attach to it:

- Copies of your current and previous years PDR. If your force does not undertake PDRs please confirm this is the case.
- A print out of your sickness record covering at least the last 3 years from your Force HR records – please note that your full sickness record will be assessed as part of the selection process.
- Print outs of your complaints and misconduct record and any awards and commendations from your personnel record.

Your application will not be processed until all of the above documents have been received.

Successful applicants will have to undertake a medical examination prior to appointment. If you are invited to attend the next stage of the process you will be sent a medical questionnaire to complete. There is no need to have your eyesight tested prior to application. Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. As a consequence you must declare details of any debts, judgements made against you and your monthly outgoings in total.

Your co-operation can help avoid delays. If in doubt regarding the completion of this application form, please contact [OrganisationalDevelopment.dha@gov.im](mailto:OrganisationalDevelopment.dha@gov.im).

### **GENERAL DATA PROTECTION REGULATION 2018**

In accordance with the Equality Act 2017, it is good practice to know the composition of people applying for the police constable roles, so that policing can build an accurate workforce picture. Through this form we ask for your name so we can effectively manage the logistics for application and the assessment centre thereafter (if your application is successful). Your name, or any identifiable information, will not be shared with other organisations, and will not be used for any other purpose. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced. However, providing this information is voluntary.

The information you provide will be held by the Isle of Man Constabulary for the purposes outlined above, and in accordance with the General Data Protection Regulation and other associated data protection legislation, as well as our and duties under the Equality Act 2017. We will use the information collected from you to report on the composition of applicants. Your information will be used to form statistics and reports that are high level and will not identify you or any other individual. Your name, or any identifiable information will not be shared with any other organisation or used for any other purpose.

You information will only be held in an identifiable form for as long as is necessary by the Isle of Man Constabulary and in accordance with their retention schedule. You have certain rights under the GDPR and associated data protection laws regarding your personal data, which includes the right to access data held about yourself to ensure it is accurate, and to ask it is deleted or no longer processed. You also have the right to complain about the processing of your information if you are not happy about any aspect of the processing.

For more information about your rights, please see our full privacy notice on [www.iompolice.im/](http://www.iompolice.im/).

# Section 1: About you

<b>Personal Details (see note 1)</b>	
Full name:	
Date of Birth:	
Current address: (including postcode)	
Telephone:	Mobile:
Email address: (please print CLEARLY)	
Current Police Force:	
Date employment commenced with current Force:	
Brief description of your current role and responsibilities:	

<b>Spouse/Partner's details (if applicable)</b>
Full name:
Date of Birth:
Current address: (including postcode)

<b>Dependent Children (if applicable)</b>	
Full Name	Date of Birth

<b>Disability</b>		
Do you consider yourself to be disabled or have a learning difficulty (such as dyslexia) that you wish us to know about at this stage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide details of any reasonable adjustments that have been agreed to enable you to carry out your job.		

<b>Tattoos</b>		
Do you have any tattoos on your hands, forearms or face?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please complete the section below and attach photographs to your application.		
Where are your tattoos located?	<input type="checkbox"/> Hands <input type="checkbox"/> Neck <input type="checkbox"/> Forearms <input type="checkbox"/> Face <input type="checkbox"/> Other (please specify)	
Please describe the wording of your tattoo(s):		
Please give a translation of the wording if applicable, and describe any personal significance you attribute to the tattoo(s):		
Do you have any facial piercings? (these cannot be worn whilst on duty)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Business Interests</b> (see note 6)		
Do you have any secondary business interests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please give full details, including the nature of the job/business interest and the extent of your involvement including hours spent working on it. Please also state if you, your partner, or anyone who you will be residing with on the Isle of Man owns or runs a business which requires a liquor or gaming licence.		

<b>Financial Situation</b>		
Have you ever had a judgement made against you for debt (including non-payment of mortgage etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever defaulted on any loan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please give details:		
Have you ever been registered bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please give details:		

<b>Training and Specialist Skills</b>	
In the space below, please list any Police training courses that you have attended, the dates, and qualifications obtained. Please continue on a separate sheet if necessary.	
Qualification	Date

<b>Current Performance</b>		
<p><b>Health Status:</b> You must comply with the Isle of Man Constabulary's sickness absence policy to be considered for a position as a transferee. For internal selection processes, the standard criteria are:</p> <ul style="list-style-type: none"> <li>• No more than 15 days, cumulative in an 18 month period or;</li> <li>• No more than four separate periods of absence, irrespective of duration in an 18 month period or;</li> <li>• Officers who are subject to Unsatisfactory Performance Procedures due to attendance.</li> </ul> <p>Please provide details regarding any absences due to ill health in the last 18 month period below.</p>		
Dates from/to	Total number of days absent	Reason (injury on duty/pregnancy/other)
<p><b>Misconduct:</b> Please provide details of any misconduct meetings or hearings held with you within the last 12 months, including the outcome, and any outstanding issues.</p>		
Date	Hearing/Outcome	
<p><b>Unsatisfactory Performance or Attendance:</b> Please provide details of any unsatisfactory performance or attendance meetings held with you within the last 12 months, including the outcome, and any outstanding issues.</p>		
Date	Hearing/Outcome/Outstanding Issues	

<b>Mandatory Training/Assessments</b>	
Please tick the highest qualification you have obtained, and provide the date you last received or passed training.	
<b>Driving Qualification</b> You must be an emergency response qualified driver i.e. blue lights and sirens	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Advanced Date:
<b>First Aid</b>	<input type="checkbox"/> Emergency First Aid <input type="checkbox"/> Enhanced First Aid (Defib/Airway Management) Date:
<b>Job Related Fitness</b> (Level 5.4 over 15m) You must be in date with your annual job related fitness test as of the closing date for applications to the Isle of Man Constabulary	<input type="checkbox"/> Emergency First Aid Date:
<b>Water Rescue</b>	<input type="checkbox"/> Police Lifesaving Certificate <input type="checkbox"/> National Water Safety Management Date:
<b>Incapacitant</b>	<input type="checkbox"/> CS <input type="checkbox"/> PAVA Date:
<b>Baton</b>	<input type="checkbox"/> Rigid <input type="checkbox"/> Extendable Date:



<b>Work Permit</b>	
Do you qualify as an Isle of Man worker*? (i.e. were you born on the Isle of Man or is your spouse or civil partner and Isle of Man worker)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please give details of how you qualify:	
Please refer to <a href="http://www.gov.im/categories/working-in-the-isle-of-man/work-permits/">www.gov.im/categories/working-in-the-isle-of-man/work-permits/</a>	
If yes, please explain how it equates to our requirements:	
What is the highest academic qualification you have attained?	
Please tell us about any other skills you have such as driving or language skills and any voluntary or community activities you have been involved with.	

Upon receipt of this application we will contact your HR Department and PSD for verification of the information contained. If you do NOT consent to this, we will not progress your application any further.
<p><b>I consent to the Isle of Man Constabulary contacting my current HR/PSD in order to verify the information given on this form.</b></p> <p>Signature:</p> <p>Date:</p>

Please return this completed form to:

Isle of Man Constabulary  
 Organisational Development  
 Police Headquarters  
 Dukes Avenue  
 Douglas  
 ISLE OF MAN  
 IM2 4RG

**Applications received after 4pm on Friday 24 May 2019 will not be accepted.**



# Equal Opportunities

**The police service is an equal opportunities organisation 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 volunteer 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 to ensure equality of opportunity. This information forms no part of the recruitment process. It will be detached from your application on receipt.**

Age: <input type="checkbox"/> 18-24 <input type="checkbox"/> 24-35 <input type="checkbox"/> 36-60		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary		Is your gender different to that which you were assigned at birth? (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disability?* <input type="checkbox"/> Yes <input type="checkbox"/> No  <small>*Under the Equality Act 2017 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 2017.</small>				Sexual Orientation: <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to say	
Ethnic origin (please tick the box that best describes your ethnic group or background)					
White		<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background			
Mixed		<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background			
Asian or Asian British		<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background			
Black and Black British		<input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background			
Chinese or other ethnic group		<input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please state)			
Religion or belief					
<input type="checkbox"/> Buddhist			<input type="checkbox"/> Sikh		
<input type="checkbox"/> Christian			<input type="checkbox"/> None		
<input type="checkbox"/> Hindu			<input type="checkbox"/> Prefer not to say		
<input type="checkbox"/> Jewish			<input type="checkbox"/> Other (please state)		
<input type="checkbox"/> Muslim					

# Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the police service. The completion of this form is voluntary. You can tick more than one box.

- Police officer or other police service employee
- Friend/family/other word of mouth
- Jobcentre
- Website (please state which):
- In recruitment poster
- Social Media
- Other (please specify):

Please give details of any other media, interviews or articles which prompted your application.