[](http://intranet/bcudepts/Prevention/CIP)

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| Application form for Level Transfer |
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| Completed applications should be submitted to  [DCP-uniformedrecruitment@devonandcornwall.pnn.police.uk](mailto:DCP-uniformedrecruitment@devonandcornwall.pnn.police.uk)  *If for any reason you are unable to submit your application electronically, please send all documentation to the following address:*  **Homer House**  **Resourcing**  **Force HQ,**  **Middlemoor**  **Exeter**  **EX2 7HQ** |
| Role Applying for |
| Driver Training Instructor  For further details or an informal discussion please contact: Sergeant Dan Lewin [Daniel.lewin@devonandcornwall.pnn.police.uk](mailto:Daniel.lewin@devonandcornwall.pnn.police.uk) |

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| **APPLICATION FORM** |

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| **DO NOT** leave any empty spaces when completing this form. Sections that do not apply to you should be clearly marked “N/A”. Failure to complete this form accurately will delay your application. | | | | | | | | | |
| Role applying for: | | | | | | | Choose an item. | | |
| **SECTION 1** | | **PERSONAL DETAILS** | | | | | | | |
| Title |  | | | | | | Surname |  | |
| Forename |  | | | | | | Previous surname(s) |  | |
| Middle Name(s) |  | | | | | | National Insurance No |  | |
| Date of birth |  | | Age | |  | | Town and Country of birth |  | |
| Full current home address |  | | | | | | | | |
| Postcode |  | | | Date of occupancy at this address (MM/YY) | | | | |  |
| Do you hold a manual U.K Driving licence? | | | | | | Choose an item. | | | |

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| **Preferred method of contact** | | | |
| Please notify us of any changes to these details as soon as possible. **Ensure that any hyphens or underscores in your email address are easily distinguishable. The email address you provide will be our main method of contacting you. Please select the box with your preferred email address.** | | | |
| Mobile |  | | |
| Home |  | Other (i.e. work) |  |
| Personal email |  | Work email |  |

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| **SECTION 2** | | **RECORD OF POLICE SERVICE / POSTING** | | |
| Current Force a  Address of Force Headquarters | | |  | |
| Line Manager | | | HR Department | |
| Name:       Station address:        Telephone number:  Email address: | | | Name:  Force Headquarters address:        Telephone number:  Email address: | |
| Start date of service with current force | | |  | |
| Start date of service with previous force if applicable | | |  | |
| Completed years of service | | |  | |
| Current rank | | |  | |
| Current pay scale | | |  | |
| Collar/Warrant/Force number | | |  | |
| Full time/ Part time | | |  | |
| Are you qualified for promotion to a higher rank?  If YES, please indicate which exam  Date | | | Choose an item.  Choose an item. | |
| List **ALL** previousroles/positions held in your current force and previous roles/positions held in **other forces** in which you have served. **Start with the most recent -** continue on a separate sheet if necessary. | | | | |
| Force | Nature of duty within rank | | Dates | |
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| If you have less than 5 years’ service, please confirm your employment history prior to joining. | | | | |
| Name of employer:  Address:  Position held:  Date started:  Date left:  Reason for leaving:  Employer email address:  Employer contact number: | | | | Name of employer:  Address:  Position held:  Date started:  Date left:  Reason for leaving:  Employer email address:  Employer contact number: |

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| **SECTION 3** | **TRAINING RECORD** | | |
| General Purpose Initial Course | Choose an item. |  |  |
| General Purpose Refresher | Choose an item. | Date passed. Level/ Module achieved |  |
| First Aid Training | Choose an item. | Date passed. Level/ Module achieved |  |
| PST | Choose an item. | Date passed. |  |
| Fitness Test (JRFT) | Choose an item. | Date passed. Level achieved |  |
| Public Order Trained | Choose an item. | Date passed. Level/ Module achieved |  |
| Standard Driver Trainer | Choose an item. | Date passed. |  |
| Advanced Driver Trained | Choose an item. | Date passed. |  |
| Advanced Driving Instructor | Choose an item. | Date passed. |  |
| TPAC Instructor | Choose an item. | Date passed. |  |
| PIP 1 | Choose an item. | Accreditation/ Review Date |  |
| PIP 2 | Choose an item. | Accreditation/ Review Date |  |
| National Investigators Exam | Choose an item. | Date Passed |  |
| Please confirm the following essential qualifications and experience for this role: | Do you meet the College of Policing standard for Instructors?  Choose an item.  Do you meet the College of Policing standards for Assessors?  Choose an item.  Are you a current Police driving instructor?  Choose an item. | | |
| Any other comments/relevant experience |  | | |

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| **SECTION 4** | | **MISCONDUCT/ COMPLAINTS/ PERFORMANCE/ CONVICTIONS ETC** | | |
| Are you currently involved in any complaint or misconduct enquiry? If yes provide brief details. We will contact your Force for verification. | | Choose an item.  Details | | |
| Please confirm if you are currently, or have recently been on a performance plan | | Choose an item.  Details | | |
| Please confirm below details of convictions for any offence(s) including traffic convictions, penalty notices, appearances before a court martial, formal cautions by police for any offences(s) (including cautions as a juvenile) or any bind-over imposed by court. *You must also include spent convictions under the Rehabilitation of Offenders Act 1974.* Give details of any charge or summons presently outstanding against you. **It is in your interest to make a full and frank disclosure, since withholding or failing to supply relevant information may result in you being excluded from access to police premises or other assets.** | | | | |
| Have you ever been INVOLVED IN or INVESTIGATED FOR an offence? If yes please provide details below | | Choose an item. | | |
| Date | Offence/ alleged offence | | Result | Court / Police station involved |
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| **TATTOOS** | | | |
| Do you have any tattoos? | Choose an item. | | |
| **Please put ‘x’ in the appropriate box where your tattoos are positioned.** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Left | Right | Front | Back | | Head/Face |  |  |  |  | | Neck |  |  |  |  | | Hand |  |  |  |  | | Leg |  |  |  |  | | Arm |  |  |  |  | | Torso |  |  |  |  | |
| If you have any tattoos, **you must provide 2 photographs of each tattoo** with this application form. The first photograph must be a close up, and the second must clearly show the location of the tattoo on your body. Photos can be emailed. | | | |
| Please describe the tattoo and the wording of the tattoo. | |  | |
| In addition, please give a translation if applicable and describe the personal significance or meaning you attribute to the tattoo. | |  | |

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| **SECTION 5** | **MOTIVATION** |
| We would like to understand a little more about your interest in transferring to Devon & Cornwall Police. | |
| 1) Why do you want to transfer to Devon & Cornwall Police as a Driver Training Instructor? | |
|  | |
| 2)What particularly appeals to you about transferring to Devon & Cornwall Police? | |
|  | |
| Availability to Transfer – Please indicate your preferred timescales to join. Please note – these dates are not confirmed and your start-date will be reliant on operational need as well as your personal circumstances. | |
| |  |  | | --- | --- | | January 2026 | September 2026 | | February 2026 | October 2026 | | March 2026 | November 2026 | | April 2026 | December 2026 | | June 2026 |  | | July 2026 | | August 2026 | | |
| Personal circumstances | |
| Accommodation already in place in Devon & Cornwall  Property to sell  Partner/ Family to move  *If you would like some more information on temporary accommodation during training (open to those living 30 miles+ from HQ) and details on properties to rent/sell from internal colleagues, please state in your email submission.* | |
| Please let us know of any other considerations we need to be aware of in relation to a possible transfer to Devon & Cornwall. | |
| Please state any dates you are unavailable over the next 6 months ie Annual leave. | |

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| **Business Interests** |
| Do you currently have any other job or business interest which you intend to continue should you be successful in transferring? This includes any role that involves financial gain eh property rental. |
| Choose an item.  Details |
| Do you or your spouse 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)? If YES please give details. |
| Choose an item.  Details |

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| **Membership of British National Party or similar** | |
| Are you a member of the British National Party, Combat 18 or the National Front? | Choose an item. |

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| **SECTION 6** | **Health & Disability** | | | | |
| The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so. | | | | | |
| Do you have a disability you wish us to know about at this stage? | | | | Choose an item. | |
| In support of your application, please let us know if you believe there are any reasonable adjustments required to aid you:   * through the recruitment process * to perform the role of a police officer | | | | Details | |
| If you are successful at the shortlisting stage you will be invited to complete and return the medical questionnaire and attend an examination if applicable. | | | | | |
| **SECTION 7** | | **DECLARATION** | | | | |
| Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679). The most common way to provide this information is in a Privacy Notice which can be accessed by clicking here: [Devon & Cornwall Police Privacy Notice](https://www.devon-cornwall.police.uk/your-right-to-information/data-protection-requests/information-charter-privacy-notice-fair-processing/)  The Alliance Resourcing have a more detailed sub privacy notice which can be found by clicking here [Alliance Resourcing Privacy Notice](https://www.devon-cornwall.police.uk/media/971174/privacy_notice-resourcing_final.pdf) | | | | | | |
| We need to advise you that we will be sharing your details with other departments within the Police; this will enable positive action events/support to be arranged if applicable to your application.  **I** Choose an item.**allow you to share my details with a 3rd party (delete accordingly)**  Signature:       Date: | | | | | | |
| 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 me. * Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made. * Any offer of appointment will be subject to satisfactory references and vetting 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 application or appointment may subsequently be liable to discharge or misconduct proceedings. * The Chief Officer retains the right to reject any application without giving reasons. * The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces. | | | | | | |
| Signed | | | Print Name | | Date | |

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| **In Strictest Confidence**  **Equality Monitoring Form**  **Devon & Cornwall Police and Dorset Police** | Form (EOM(2)  V2 06/2018)  Application stage |

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| --- | --- | --- | --- | --- |
| Post | | | | |
| Police Officer | Police Staff | PCSO | Special Constable | Cadet |
| Relief Worker | Agency worker | Volunteer | Independent Advisor | Apprentice |
| Job title: | | | | |

Devon & Cornwall Police and Dorset Police are committed to being equal opportunity employers. In accordance with advice received from the Equality and Human Rights Commission each Force monitors all the applications it receives for the posts which it advertises. The information provided is for monitoring purposes and is not considered in the selection process.

Devon & Cornwall Police and Dorset Police are committed to promoting genuine equality of opportunity in line with our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty. In order to promote genuine equality of opportunity we need an overview of our applicants. We try to ensure that any request for personal information from you is necessary and proportionate. All personal information is stored securely in line with the requirements of Data Protection legislation.

If you are successful in your application the information you provide will be transferred to your personnel record. The information is used to help us understand the make-up of our workforce and informs our positive action activity to help us achieve a more representative workforce. Access will be restricted to authorised staff only. You can update your personal confidential data at any time.

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| Please place a cross in all the relevant boxes: | | | | |
| 1. Age | | | | |
| Under 16 | 16-25 | 26-35 | 36-45 | 46-55 |
| 56-65 | 66+ | Prefer not to say | | |

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| 1. Disability | |
| The Equality Act defines a person as having a disability if he or she ‘has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities’.  Do you have such a disability? Yes No | |
| Please indicate if you will require any assistance or reasonable adjustments if you are invited for testing and / or an interview; we will be pleased to discuss this with you. | |
|  | |
| 1. Ethnic origin | |
| How would you describe my ethnic origin? | |
| White: | British  Irish  Irish Traveller  Any other White background (please specify): |
| Mixed: | White & Black Caribbean  White & Black African  White & Asian  Other mixed background (please specify): |
| Asian / Asian British: | Indian  Pakistani  Bangladeshi  Other Asian background (please specify): |
| Black / Black British: | Caribbean  African  Other Black background (please specify): |
| Other: | Chinese  Other Black background (please specify): |
| Prefer not to say: |  |

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| 1. Gender identify |
| Is your gender identity the same as it was at birth? |
| Yes  No  Prefer not to say |

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| 1. What is you religion or belief? | | |
| Atheism | Baha’i | Buddhism |
| Christianity | Hinduism | Humanism |
| Islam | Jainism | Judaism |
| Pagan | Parsi / Zorastrianism | Rastafarianism |
| Sikhism | Other religion or belief (please specify): | |
| No religion or belief (please specify): | Prefer not to say |  |

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| 1. Gender |
| Male  Female  Other:        Prefer not to say |

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| 1. Sexual orientation | | |
| Heterosexual | Bisexual | Lesbian |
| Gay | Other | Prefer not to say |