

## SPECIAL CONSTABLE TRANSFERS APPLICATION FORM

### Section 1: To be completed by the applicant

Name of Applicant:

Current address:

Current Force:

Start date with current force:

Rank / Grade:

Division / Station:

Force you wish to transfer to:

Reason for request to transfer:

Are you currently supported by your employer under the Employer Supported Policing (ESP) scheme to undertake training / duties as a special constable in your home force?

Yes       No

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I agree for my current force to pass on my personal file, part / completed PDP, most recent PDR, confirmation of completion of probation and details of any outstanding complaints of discipline cases.

Yes       No

### Important:

I also acknowledge the following:

- i. That I will be subject to vetting checks (which may include financial checks, the results of which will be treated in confidence) by the second force in line with force policy; and that I may also be required to undergo fitness / health or other checks as required by that force policy.
- ii. If granted permission to transfer, I understand that I may be required to re-attest in the second force's area as directed by the Chief Officer of that force.
- iii. The Chief Officer retains the right to reject any application, but in all cases I can request feedback on the decisions that informed the outcome of the application.

(Please tick to indicate acknowledgement)

Applicant signature:

Date:

**For office use only by home force**

Date application received:

## Section 2: To be completed by the Home Force

### Applicant information

Length of service:

Date of promotion and rank / grade (if relevant):

Has the applicant completed their minimum duty requirement / number of hours?

Yes       No

If no, please provide details:

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### Appointment Record

Has the applicant undertake the National Specials Recruitment Process?

Yes       No

If yes, please give date, result and details of NRS feedback report:

If no, please provide details of your recruitment process:

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### Training record (please supply training record)

Has the applicant completed the following training?

Induction:  Yes       No

Personal development portfolio (PDP):  Yes       No

Completed probationary training:  Yes       No

Completed Initial Learning for the  
Special Constabulary (IL4SC)  Yes       No

Confirmed for independent patrol (IPS):  Yes       No

Personal Development Review (PDR) / appraisal:  Yes       No

Officer safety training (OST):  Yes       No      If yes date:

First aid:  Yes       No      If yes date:

Leadership training:  Yes       No

**If yes, please provide details:**

Standard driving:  Yes       No

Advance Driving:  Yes       No

Details of any other developmental / mandatory training:

Details of long service awards:

Details of any commendations:

Details of any outstanding complaints or disciplinary actions against the applicant:

Details of previous complaints or disciplinary actions against the applicant:

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### Vetting History

Status:

(Normally ACPO Recruitment Vetting – RV and National Security Vetting Counter Terrorist Check (TCTC))

When undertaken:

Expiry Date:

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### Endorsement of request to transfer

Please supply any additional information in support of application to transfer; (to be completed by supervisor, SC Coordinator or recruitment department)

Name:

Signature:

Rank / Post:

Date:

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### Checklist

The following documents are attached in support of transfer application:

Personal file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part / completed PDP	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Most recent PDR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Statement of training	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation of completion of probation / authorisation of independent patrol letter	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**For office use only by home force**

Date application forwarded to receiving force: