



Ministry of Defence Police

New Entrant from Other Forces Application Form

September 2018 v1.6

Are you eligible?

Before you proceed with your application, please check that you meet all the following criteria to ensure that you are eligible to apply to become a police officer within the MDP.

- Applicants must have completed their probation period (minimum of 2 years' service) as a police officer and have the relevant qualifications, skills and experience for specific specialist posts.
- All applications will be subject to robust medical/security/vetting processes and, candidates are advised that at some locations/establishments an enhanced level of vetting is required which may result in applications being sifted out if they do not meet the required British Nationality/Residency status. To this end, you must have resided continuously in the UK for a minimum five-year period immediately prior to your application to join as a new police officer with MDP (with any absence from the UK being no more than six months **in total** during this time – see Note 3). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government Service, you are considered to have been resident in the UK. Once your eligibility has been confirmed, you will be asked to provide further information for both Police Vetting and National Security Vetting purposes. To be appointed, both aspects of Vetting must be satisfactorily completed.
- Having a previous criminal conviction/s or caution/s, is not an automatic bar to joining the MDP. However, you must disclose all convictions/cautions however minor when completing your application form. We will judge each case on its merits (parking infringements are excluded).
- You must not be subject to a current live misconduct investigation. Previous sanctions will be considered by the vetting team.
- You must not have tattoos on your head, face or throat (forward of a line between the ear lobe and the collar bone). You must not have any other tattoos which could cause offence to members of the public or colleagues, or be considered lewd, potentially offensive or provocative. Tattoos on forearms, hands and neck will be assessed against overall size/prominence/visual impact and whether they undermine the office of Police Constable. Facial piercings and flesh tunnels/plugs or ear stretchers etc. are not acceptable.
- You must not be registered bankrupt with outstanding debts, have outstanding County Court Judgments against you or, be subject to a current Individual Voluntary Arrangement (IVA) in England and Wales. The same criteria applies for equivalencies in Scotland.
- You will need to be physically fit and you will need to pass the job-related fitness test (currently comprising of a bleep test to level 7.6). If you receive a conditional offer of employment or, are placed into a pool of successful candidates to whom it is intended a conditional offer will be made when a position arises, you will undergo a medical screening. You will also need to meet the minimum eyesight standards for corrected (glasses or contact lenses) and uncorrected vision.
- You need to hold a full UK manual driving licence with no more than 6 penalty points on it.

If you are still unclear as to your eligibility or have any questions, please contact us.

Application form for Police Officer

New Entrant from Other Forces

For office use only: Candidate URN

It is essential that you read all the guidance notes (see page 16). Use continuation pages only where allowed and clearly mark which questions they refer to. Put your full name at the top of each continuation sheet. Sections that do not apply to you should be clearly marked N/A.

DATA PROTECTION ACT (DPA) 2018/GENERAL DATA PROTECTION REGULATION (GDPR) 2018 -

The information you provide in this application form will be entered in to a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the DPA 2018/GDPR 2018. The data will be used to assess your suitability to join the Ministry of Defence Police and may be shared by other police-related organisations in the United Kingdom in respect of any recruitment applications you make. The information you provide may also be shared with other police-related organisations for monitoring purposes.

Your information will only be held in an identifiable form for as-long as is necessary and in accordance with our retention schedule. You have certain rights under the DPA/GDPR and associated data protection laws regarding your personal data; this includes the right to access data held about yourself, to ensure it is accurate and to ask for it to be deleted or no longer processed. You also have the right to complain if you are not happy about any aspect of the processing of your data. More information is available in the Information Charter on our GOV.UK page.

Section 1 About you

Personal Details – BLOCK CAPITALS PLEASE (see note 1)

Family name (e.g. surname):		Surname at birth/previous surnames/maiden name (if different):	
Forename(s):		Title (e.g. Mr, Ms, Mrs, Miss, Dr):	
Date of birth:	Age:	Town and country of birth:	
Current address:			
Postcode:		Date of start of occupancy (month/year):	
Email address [please print clearly]:			
Telephone numbers (including area code):		Home:	Work (if convenient):
		Mobile:	Other:
National Insurance number:			

OFFICIAL SENSITIVE-PERSONAL (when complete)

Please provide your full UK manual driving licence number and category (see Note 1 about providing proof of driving record):

Rank applied for:

Constable	<input type="checkbox"/>	Inspector	<input type="checkbox"/>	Superintendent	<input type="checkbox"/>	Assistant Chief Constable	<input type="checkbox"/>
Sergeant	<input type="checkbox"/>	Chief Inspector	<input type="checkbox"/>	Chief Superintendent	<input type="checkbox"/>		

Role applied for (please state as advertised):

Location(s) applied for (please state as advertised, in order of preference):

Disability (see note 2)

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The police service welcomes the recruitment of disabled people.

Do you consider yourself to be disabled (see note 2 for definition) or have a learning difficulty, such as dyslexia, that you wish us to know about at this stage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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In support of your application, please let us know whether there are any reasonable adjustments that you feel need to be considered to assist you with the application or recruitment process.

Nationality (see note 3)

What is your nationality?

If you are a Commonwealth citizen or other foreign national, is your stay in the UK free of restrictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you are a Commonwealth citizen or other foreign national, you must include a copy of your passport showing that your stay in the UK is free of restrictions. Photocopy of passport enclosed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Residency (see note 3)

You must have resided continuously in the UK for a minimum five-year period immediately prior to your application to join as a new Police Constable with MDP (with any absence from the UK being no more than six months in total during this time). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government Service, you are considered to have been resident in the UK.

Have you resided continuously in the UK for a minimum five-year period immediately prior to this application to join the MDP? If 'no' we cannot consider an application from you.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Have you resided continuously in the UK for a minimum ten-year period immediately prior to this application to join the MDP? If 'no' please provide details below.

YES

NO

Section 2 About your education and skills

Your education (see note 4)

Please give details of schools, colleges, university or other educational institutions attended since the age of 14. **Start with the most recent and work backwards.** Continue on separate sheet if necessary and attach it to this page.

Name and address of school/college/university (include the postcode and telephone number, if known)	Attendance from/to	Full/part-time

Your qualifications and training

Please list all your qualifications including vocational and professional qualifications, short courses and relevant in-house training. Include details of examinations/qualifications due to be taken. **Start with the most recent.** Continue on separate sheet if necessary.

Examination type and subject (e.g. GCSE English)	Date passed/due to be taken	Grade (e.g. Merit, 2:1, A*)

Skills

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.

Section 3 About your employment

We will contact your current and past employers over the last 10 years for references. Please provide the details of the person we should approach. Please account for any gaps in employment.

Present employment force/other (see note 5)			
Force name			
HQ address			
Rank/Position held			
Date started		Collar number	
Outline of current duties			
Reason for wanting to join MDP (please include full details of skills and experience)			
Period of notice required			

All Police service and career history (most recent first)		
Brief outline of positions held and outline of duties	Date From	Date To

Previous employment (prior to police service)

Start with the most recent. Continue on separate sheet if necessary and attach it to this page.

Employer's name and address		Telephone number	
		Email address	
	Postcode		
Position held		Date started	Date left
Reason for leaving			

Employer's name and address		Telephone number	
		Email address	
	Postcode		
Position held		Date started	Date left
Reason for leaving			

Have you ever been dismissed from previous employment because of your conduct or capability? If so, please give details.

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HM Forces (see note 5)

I have served/am serving in the:

Royal Navy / Merchant Navy / Royal Air Force / Royal Marines / Army / Territorial Army
(tick as appropriate).

Other, please state:

Service number		Rank/Rating	
Commanding Officer			
Unit and unit address			
			Postcode
Telephone		Served from/to	
Email address			
Expected date of discharge		Reason for discharge	
Are you liable for further service as a Reservist?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give details of Reserve liabilities.			

Section 4 Other information about you

Criminal Histories (please use continuation sheet if required)

- Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence.
- Failure to disclose convictions or cautions will, however, result in your application being refused.
- You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, i.e. under 18 years) and any bind-overs imposed by any court. You should **include traffic convictions** such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial.
- You must also declare any charge or summons currently outstanding against you.
- You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) **or any involvement with civil, military or transport police.**
- You must also declare if you have ever been involved in any criminal investigation whether this led to prosecution (either of yourself or others) or not.
- Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.
- **We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against them. You must advise them that these enquiries will be made.**
- The police service cannot disclose the results of these enquiries to you.

Have you ever been convicted for any offence or been formally cautioned by the police for any offence or any bind-overs imposed by any court? (You must include traffic convictions, fixed penalties for motoring or disorder offences, anti-social behaviour orders and any appearances before a court martial. Any cautions as a juvenile should also be included.) If you have answered YES, please enter full details below.

YES

NO

Date (most recent first)	Offence/alleged offence	Result (if known)	Court/police station involved

Criminal histories (continued)

Do you have any impending prosecutions? YES NO

If YES, provide full details

Have you ever been involved in a criminal investigation (whether this led to any prosecution or not)?

YES NO

If YES, please give details below

Are you currently the subject of any misconduct or complaint enquiries?

YES NO

If YES, please give details below

Tattoos & Piercings (see note 6)

Tattoos on the head, face or throat area (forward of a line between the ear lobe and the collar bone) and/or facial piercings will preclude you from becoming a Ministry of Defence Police officer.

YES NO

Do you have any tattoos?

If YES, please complete the sections below

Where are your tattoos located? (please indicate in the table below)

Forearms	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Hands	<input type="checkbox"/>	Other (please specify)	
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You must include at least two photographs of each tattoo, if they are located on your arms, hands and neck. The first photograph must be a close-up of the tattoo. The second photograph must clearly show the location of the tattoo on your body.

a) Please describe the tattoo and the wording of the tattoo.

b) In addition, please provide an official translation, if applicable and, describe any personal significance or meaning you attribute to the tattoo.

Membership of groups incompatible with police service (see note 7)

Are you a member of the British National Party, English Defence League, the National Front or a similar group?

YES NO

Business interests (see note 8)

Do you currently have any job or business interests which you intend to continue should you become a police officer? This includes any role that involves financial gain e.g. property rental.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please state the nature of this job or business and, the extent of your involvement (e.g. activity involved, non-executive director) including hours spent on it.

Do you or your spouse or partner or any relative 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"/>
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If YES, please give details below.

Financial position (see note 9)

Unless otherwise stated, complete these questions in respect of the last six years. If YES, you must provide full details (including dates). Failure to disclose accurate information may result in your application being rejected.

	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank/building society/finance house/other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit/charge/store or cheque card withdrawn or, been notified that a card or account has been defaulted?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, have your bankruptcy debts been discharged? *	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	

Financial position (continued)

	YES	NO	Details (including dates)
Has a County Court Judgment or Sheriffs Court or Court of Session Judgement in Scotland been made against you on financial matters?	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, has this been satisfied? *	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been the subject of an attachment of earnings order?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

***If applicable, please provide a Certificate of Satisfaction, as it is needed before your application can be processed.**

Please state below if there is any further information relating to your financial position that you should bring to our attention.

Referees (see note 10)

Please give names and addresses of two referees who you have known for at least three years. These should not be employers, as we will already be contacting them. They should also not be police officers or related to you.

Referee 1	Referee 2
Name	Name
Address	Address
Postcode	Postcode
How do you know this person?	How do you know this person?
Telephone number	Telephone number
Email address	Email address
May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee now? YES <input type="checkbox"/> NO <input type="checkbox"/>

Section 5 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.

Please tick the boxes to indicate your understanding and agreement.

I understand that:

I must inform the Resourcing Team without delay of any change in my circumstances.	<input type="checkbox"/>	Any offer of appointment will be subject to satisfactory references (I consent to references being sought), vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness.	<input type="checkbox"/>
Criminal conviction checks will be made against myself and my family members and, I have informed them of this.	<input type="checkbox"/>	A conditional offer of appointment may be subject to fingerprints and a DNA sample being taken and, checked against the relevant databases.	<input type="checkbox"/>
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.	<input type="checkbox"/>	If I am appointed my fingerprints and a sample of my DNA may be held on record for elimination purposes.	<input type="checkbox"/>
Formal disclosure of my Service Character Assessment (Armed Forces) (if applicable) will be sought and I consent to the provision of this.	<input type="checkbox"/>	No member of groups such as the British National Party (BNP), English Defence League (EDL) or other similar membership groups, whose aims, objectives or pronouncements may contradict the duty to promote race equality, can join the police service.	<input type="checkbox"/>
Successful candidates must serve wherever required to do so within the Force area.	<input type="checkbox"/>	The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand that this information may be shared with other police forces.	<input type="checkbox"/>
The Chief Officer retains the right to reject any application without giving reasons.	<input type="checkbox"/>	A member of a police force who has deliberately made any false statement or omitted information in connection with their appointment may subsequently be liable to misconduct proceedings.	<input type="checkbox"/>
Signature	Date		

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, 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.

In accordance with the Equality Act 2010 it is good practice to know the composition of people applying for our roles so that we can build an accurate workforce picture. We ask for your help to develop an understanding of workforce diversity so we can monitor any potential barriers faced. 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 and processed in accordance with the DPA 2018/GDPR 2018. Your information will be used to form organisational statistics and reports that will not personally identify you or any other individual.

Age	18–25 <input type="checkbox"/>	26–49 <input type="checkbox"/>	50+ <input type="checkbox"/>
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Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Is your gender different to that which you were assigned at birth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Disability*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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* Under the Equality Act 2010 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 2010.

Ethnic origin	
White	British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background <input type="checkbox"/>
Mixed	White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other Mixed background <input type="checkbox"/>
Asian or Asian British	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background <input type="checkbox"/>
Black or Black British	African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/>
Chinese or other ethnic group	Chinese <input type="checkbox"/> Any other (please state) <input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual orientation	
Bisexual <input type="checkbox"/>	Gay/Lesbian <input type="checkbox"/>
Heterosexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Non-binary <input type="checkbox"/>	Trans <input type="checkbox"/>

Religious belief/faith	
Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>
Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	None <input type="checkbox"/>
Other (please state) <input type="checkbox"/>	

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 **(tick any that apply)**.

Police publications	<input type="checkbox"/>	
Website (please state site)	<input type="checkbox"/>	
Social Media (Twitter, Facebook etc.)	<input type="checkbox"/>	
Police officer or police service employee	<input type="checkbox"/>	
Friend/family/other word of mouth	<input type="checkbox"/>	
Careers office/school/college/library	<input type="checkbox"/>	
Jobcentre Plus (please state which)	<input type="checkbox"/>	
At local event (please state venue)	<input type="checkbox"/>	
In local press (please state publication)	<input type="checkbox"/>	
In national press (please state publication)	<input type="checkbox"/>	
On a recruitment poster (please state where, e.g. on bus)	<input type="checkbox"/>	
On television (please state channel)	<input type="checkbox"/>	
At the cinema (please state venue)	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

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

Checklist

1) Read through your completed application form carefully.

Ensure that it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.
Failure to provide accurate and complete information may result in your application being delayed or rejected.

If after reading through the recruitment material you have any remaining questions, please feel free to contact the Resourcing Team via the website. Remember to make a photocopy of your completed application form.

2) Before returning your application form please check that you have done the following:

Have you included a telephone number and email address on which you can be contacted?	<input type="checkbox"/>
If you are a Commonwealth citizen or other foreign national, have you included a photocopy of your passport with evidence that your stay in the UK is not subject to restrictions?	<input type="checkbox"/>
If applicable, have you enclosed photographs of any tattoos on your arms, hands and neck?	<input type="checkbox"/>
If applicable, have you enclosed a Certificate of Satisfaction (section 4 'financial position')?	<input type="checkbox"/>
Have you enclosed a copy of your photo card driving licence and evidence of your driving record from DVLA? Or a copy of your paper counterpart licence if you are applying from Northern Ireland.	<input type="checkbox"/>
Have you enclosed 2 x passport style photographs of yourself?	<input type="checkbox"/>
Have you signed the declaration in section 5?	<input type="checkbox"/>
Have you completed and enclosed the Equal Opportunities Form and the Marketing Form?	<input type="checkbox"/>

The completed application form and all enclosures should be sent to: DBS Civ Pers - MDP Resourcing Team, Room 30, Building 1071, MDP HQ Wethersfield, Braintree, Essex, CM7 4AZ

Please ensure you have paid the correct postage, as failure to do so can delay your application.

Guidance notes for the completion of this application form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before you complete the form.

You might also find it helpful to retain a copy of your completed application to refer to later.

Note 1: Personal Details

General

Applicants for the police service must undergo thorough screening. Please list all names by which you have been known, including your name at birth.

National Insurance Number

Your application will not be processed without a National Insurance number.

Driving Licence

MDP require a full UK manual driving licence with no more than six penalty points on application. You must provide your licence number. Those without a licence are ineligible to apply.

Since 8 June 2015, the paper counterpart to the photo card driving licence is not valid and is no longer issued by DVLA, except for drivers in Northern Ireland. MDP require you to provide evidence of your driving record (entitlements and/or penalty points); you can do this online, free of charge, at the following site:

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

- You can then enter the following information:
 - Driving Licence Number
 - NI Number
 - Postcode
- Hit 'View now'...then print (3 tabs)
- 'Your details'
- 'Vehicles you can drive' and
- 'Penalties and Disqualification' pages

Print your licence information and submit the printed pages containing the above information and a copy of your photo card licence with your application form.

Applicants from Northern Ireland, where paper counterpart driving licences continue to be issued, must include a copy of their paper counterpart licence with their application.

Note 2: Health, fitness, eyesight and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the duties of a police officer once appointed.

Successful applicants who receive a conditional offer of employment or, who are placed in a pool of successful candidates to whom we intend to make a conditional offer when a position arises, will then be asked prior to appointment to fill in a medical questionnaire and undertake a medical examination which will also include an eyesight test.

Failure to meet the medical and eyesight standards will mean you cannot be appointed.

You will also be required to pass a physical fitness test.

Information about the medical and eyesight standards, the fitness test and fitness training can be found on our recruitment website.

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any additional information about your disability and details of any reasonable adjustments that you think you may need to undertake the assessment process.

Disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.

Note 3: Nationality

All applications will be subject to robust medical/security/vetting processes and candidates are advised that at some locations/establishments an enhanced level of vetting is required which may result in applications being sifted out if they do not meet the required British Nationality/Residency status.

To this end, you must have resided continuously in the UK for a minimum five year period immediately prior to your application to join as a new Police Constable with MDP (with any absence from the UK being no more than six months in total during this time). The qualifying UK residency period may be extended to 10 years for certain sensitive postings. If you have resided abroad due to serving in the British Armed Forces or on UK Government Service, you are considered to have been resident in the UK.

This means that if you have worked, travelled studied etc. outside the UK for more than 6 months in total during the last 5 years, unless it was in UK Government Service, you cannot join the MDP. For certain sensitive postings, this is extended to 10 years.

Do not send your actual passport with this application.

Other documentary evidence of your status may be required.

Note: All candidates will be required to produce their passports when attending an Assessment Centre.

Note 4: Education and Skills

Qualifications are not a requirement for appointment but, if recommended for appointment you may be required to produce examination certificates for training and development purposes. If you are still in, or have recently left, full-time education, we may also ask for the name of a referee from the relevant institution.

Note 5: Employment and References

You are asked to provide details of employment covering at least the last ten years. Include full-time and part-time work and answer the questions in each of the columns.

We will not make enquiries with your current employer unless you are recommended for appointment or unless you have agreed to let us approach them now.

You must account for any gaps in employment and provide details of someone who can verify this.

References

Give the names, addresses and telephone numbers of two referees and include the position they hold, if known.

They should not:

- be your current or previous employer,
- be a police officer; or
- be related to you.

You should have known them for at least three years.

Note 6: Tattoos and Piercings

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues or, could bring discredit to the police service. It depends on their size, nature, location and prominence.

If you have tattoos on your head, face or throat area (forward of a line between the ear lobe and the collar bone) this will preclude you from becoming a Ministry of Defence Police Constable.

If you have visible tattoos located other than on your head, face or throat area you must indicate their location and provide at least two photographs of each tattoo. The first must be a close-up of the tattoo and the second must clearly show the location of the tattoo on your body.

Please ensure that you describe the tattoo and the wording, providing an official translation from a suitably qualified person/translator if non English words and symbols are present. Describe any personal significance or meaning that you attribute to the tattoo.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of Police Constable;
- Could cause offence to members of the public or colleagues and/or invite provocation;
- Are potentially offensive, numerous or particularly prominent;

OFFICIAL SENSITIVE-PERSONAL (when complete)

- Indicate unacceptable attitudes towards women, minority groups or any other section of the community;
- Indicate alignment with a group that could give offence to members of the public or colleagues; and/or
- Are considered to be discriminatory, rude lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Facial piercings are not permitted because they are considered to undermine the dignity and authority of a police officer. There are also implications for an officer's safety. Applicants must not have flesh tunnels/plugs or ear stretchers etc. If removed, any ear lobe damage must not be readily visible. Applicants must seek advice from the DBS Resourcing Team if they believe that they may be unable to comply with these requirements.

All applicants must also inform the Resourcing Team if at any stage of their application; they acquire any further tattoos, piercings or any other body art or are considering doing so, as their suitability may be affected.

Note 7: Membership of groups incompatible with police service

The police service has a policy of prohibiting any of their officers, civilian staff or volunteers from becoming members of groups such as the British National Party (BNP), English Defence League (EDL), Combat 18, National Front etc., whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are a member of the BNP, or a similar group, your application will be rejected.

Note 8: Business Interests

Unless the Chief Officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- You, your spouse or partner or, any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or, the regulation of places of entertainment.

However, the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 9: Financial Position

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state 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.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgments outstanding against them or, who have been registered as bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court Judgments may be considered.
- Applicants who have been registered as bankrupt and, their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who are the subject of a current Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO), Debt Management Programme or a Voluntary agreement registered with the County Court, or Scottish equivalents, may not be considered.

A final word

What can hold up the process?

Your application and assessment can be completed within six - nine months dependent on individual circumstances, number of candidates in the system and the numbers we require to be recruited each year. However, these are some of the more common reasons that can cause delays:

- A medical query raised by the Force Occupational Health Provider. This may need reference to your doctor and, your consent will need to be obtained before your doctor is approached. See our Medical Standards guidance, available at www.mod.police.uk, for further information.
- Difficulties in obtaining security clearance (perhaps because you have been living abroad) and, delays in obtaining references from referees.
- Failure to complete all parts of the application form or, to include copies of all the documents requested or, to sign the declaration. Incomplete applications will be returned to the sender.
- Failure to ensure the correct postage is paid when sending in your application. You may wish to send it recorded delivery to ensure it gets to us.
- Failure to properly train for the fitness test and, pass it first time. Don't let this happen – see our Job Related Fitness Test guidance, available at www.mod.police.uk, for further information.
- Failure to advise the Resourcing Team of changes to contact details including email address and telephone numbers to ensure we can contact you when needed.
- Correspondence from us ending up in candidates' junk email folders. Please add dbs-mdprecruitmentenquiries@mod.gov.uk as a favourite/trusted contact to avoid this.

Your cooperation can help to avoid delays.