

# **SOUTH YORKSHIRE POLICE**

## **TRANSFeree RECRUITMENT**

### **Frequently Asked Questions**

**Am I eligible to apply?** South Yorkshire Police will only accept transferee applications from Police Constables who have completed their two year probationary period and Sergeants who have completed their 1 year probationary period.

**Which forces do you accept transfers from?** We accept transfers from any Home Office force. Transfers from British Transport Police (BTP), Police Service Northern Ireland (PSNI), Police of Scotland and Ministry of Defence (MoD) are assessed on a case by case basis. We do not accept transfers from Civil Nuclear Constabulary. Further information can be obtained from the Recruitment Team.

**Previous applications.** If you have previously applied to South Yorkshire Police and been unsuccessful you will be required to wait 6 months from when your application was withdrawn unless advised otherwise.

**I haven't completed my probationary period, can I apply?** No. All applicants must have successfully completed their two year probationary period

**Can I apply if I have an outstanding complaint in my current force?** You can apply and must include details of the complaint with your application. This information will be referred to our Vetting Unit who will advise whether it is appropriate for your application to progress. If the complaint is considered to be minor in nature, a transfer would be at the discretion of the Chief Constable.

**Can part time officers transfer?** Yes

**I am on a career break with my current force, can I still apply to transfer?** South Yorkshire Police would have no objection with someone applying to transfer whilst on a career break depending on the length of absence prior to application. Each application received would be reviewed on a case by case basis.

**I am currently off sick, can I still apply to transfer?** No. We are pleased that you are considering applying for a transfer to South Yorkshire Police but in order to apply you must be fully signed back to work.

**Can I transfer if I have tattoos?** As a member of South Yorkshire Police your appearance must avoid offence at all times. Tattoos are not acceptable if they are particularly prominent, garish, and offensive or undermine the dignity and authority of the role. If you have a tattoo you will be asked to provide a brief description and photographs of the tattoo. You will be required to supply two digital photographs of each visible tattoo. Each tattoo is judged on a case by case basis.

**My sickness levels are quite high – am I still eligible?** South Yorkshire Police operates a strict attendance management procedure and if your sickness gives cause for concern then we may seek further information from your current force to determine whether your application can progress. We will review sickness absence on a case by case basis.

**What information do I need to provide?** You need to include a copy of your training record and your most recent PDR with your application. For specialist roles you will be required to provide evidence of any relevant qualifications e.g. PIP Level 2 qualified

**What happens if I don't have a recent PDR?** If you are unable to provide a copy of your most recent PDR then please provide an explanation and confirm when you will be able to provide this.

**When will my force find out that I have applied to transfer?** We will contact your force once you have been successful at interview.

**What happens during the recruitment process?** Applications are short-listed and those who demonstrate competence will be invited to an interview. Successful applicants at interview will be required to undergo pre-employment checks.

**How long will the application process take?** The process takes approximately six months. Exact timescales will be determined by satisfactory pre-employment checks being completed and the date of any planned transferee courses.

**What happens if my application is unsuccessful?** The Chief Constable reserves the right to reject an application at any stage of the process without giving reason. Unsuccessful applicants will be able to re-apply after 6 months unless advised otherwise.

**What kind of training/induction can I expect?** All transferees are required to attend a short induction course including IT systems before they take up their posting.

**Where will I be posted/Will I be able to choose a station to work at?** In applying for South Yorkshire Police you are making yourself available to be posted anywhere within our Force area during your service. You will be asked for your posting preferences and we will consider your request but predominantly postings will be based on organisational need. Once in force there may be opportunities to transfer internally to another area subject to operational need and discussions with HR.

**Can I apply for promotion after I transfer?** Yes. If you meet the eligibility criteria for promotion then you can apply whenever these opportunities are advertised.

**What shift pattern do you operate?** South Yorkshire Police operate a number of different shift patterns to meet force requirement. Details of your exact station and shift pattern will normally be given to you during your first week of service.

**How much annual leave am I entitled to?** Any current or previous service is recognised for annual leave purposes and you will receive a pro-rata entitlement upon transfer. You will be required to take all your current entitlement in your current force as it will not be possible to transfer outstanding leave. Additionally, time owed in lieu cannot be transferred over. Every effort will be made to honour any pre-booked holiday/time off arrangements although this ultimately will be at the discretion of your supervisor.

**What will my salary be and when will I be paid?** Your pay will be in accordance with the national rates for your rank and service. You will transfer on the same pay increment you currently receive. Salaries are paid directly into your bank or building society account every four weeks.

**What happens to my pension?** Provided you do not have a break in service and are transferring from a Home Office force then your pension should transfer across with you.

**Will I be able to keep my rent/housing allowance?** For those officers who currently receive housing or rent allowance in their existing Force, an equivalent allowance is paid.

**Are removal expenses payable?** South Yorkshire Police do not pay any removal expenses.