

RETURNER SCHEME

Application form - External

We reserve the right to close the Returner Scheme to future applicants at any time. To be eligible you must have submitted your application no more than two years after your retirement and you must supply the following forms:

- agreement of participation in the Returner Scheme (signed by you)
- occupational health questionnaire
- vetting forms

Completion of this form is mandatory. The information you provide will help ensure equality of opportunity.

Please read the notes carefully before completing the form. After completing Sections B to K, pass it to your sponsor, attaching the above-mentioned forms.

A. Returner Scheme rules

- you must have 30 or more year's pensionable service and be entitled to retire with maximum pension benefits to be eligible for the Scheme
- you must spend a minimum of one month and a maximum of two years in retirement
- retired police officers will be posted to existing vacancies in line with the normal workforce deployment practices
- some conditions of service change following retirement and re-engagement on the Returner Scheme. Officers must consider the Returner Scheme guidance
- re-engaged police officers will be subject to pension auto-enrolment in line with the Pension Act 2008

B. To be completed by applicant

Eligibility

To apply for the Returner Scheme, you should ideally not have any criminal convictions or cautions. The force is unable to state whether your conviction record will affect your application before you apply. A decision will be determined from the information you provide during the selection process. Being open and honest in your application will increase your chance of success.

Please answer the questions below to enable us to carry out an initial assessment of your suitability for the role.

Have you lived continuously in the UK for the past three years?

Do you agree to take a test for substance misuse, your fingerprints to be taken or recorded and provide a sample of your DNA as part of the Returner Scheme?

Checks may be undertaken to verify your financial status. This information will be treated in confidence. Do you consent to these checks being made?

Do you hold a full UK manual current driving licence with no more than six points?

Are you or have you ever been a member of the British National Party; Britain First; Combat 18; the National Front or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality?

You are required to declare any secondary employment or business interest you intend to continue should you be successful in your application. If you hold a Security Industry Authority (SIA) licence, you will need to seek business interest or secondary employment approval as some roles in the force exclude SIA holders from being appointed. I confirm that I have read the statement.

Do you hold a Security Industry Authority (SIA) licence?

Do you have any secondary employment or business interest which you intend to continue should you be successful in your application (this includes any role that has financial gain such as property rental)?

Do you, your spouse/partner or any relative living with you, own or run a shop or business which requires a licence (such as liquor, gaming, refreshment house or entertainment)?

Do you have any tattoos, piercings, scarification's, or ear stretchers? You are advised that you may be required to remove any facial piercings when on duty.

If yes, describe the tattoos, piercings, scarification's or ear stretchers and the reason for your choice of tattoos. Any wording or symbols must be described and if necessary, a translation provided. Provide two photographs of each tattoo and attach to your application

1. close-up showing the full detail
2. from a distance showing the tattoo location

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C. Personal details

First name:

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Middle name(s):

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Surname:

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Previous surname (if applicable):

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Date of birth:

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National Insurance number:

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D. Contact details

Contact number:

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Email address:

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E. Current address

Address line 1:

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Address line 2:

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Address line 3:

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Town/City:

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County:

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Postcode:

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Lived at this address since: (month/year)

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Previous address

Have you had any previous addresses within the last five years?

If yes, please provide full address details below:

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F. Outstanding disciplinary proceeding

Please give details of any outstanding investigation or disciplinary proceedings being carried out in relation to your conduct before your retirement:

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Please give details of any previous disciplinary offences, which had not been removed when you retired:

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G. Police career history

Please provide details of your police career history immediately before your retirement from the force. Please note that this information is used for both pay and pension purposes if you are appointed.

Start date:

Date of retirement:

Substantive rank on retirement:

Force/collar number on retirement:

Division/LPA/department on retirement:

Name of line manager before you retired:

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Can we write to your line manager for a reference?

If no, please explain why.

Please provide a brief description of your duties before retirement. Please include the department that you worked in and the type of duties/responsibilities you held.

Intended date of re-engagement on Returner Scheme?

Length of pensionable service at retirement in years/months:

Before your retirement, was your final PDR assessed as 'meets role expectation' or of a 'high standard'?

If no, please provide evidence as to the reason why you should be accepted onto the Returner Scheme.

Before your retirement, was your attendance within the force's Attendance Management Protocol – L180.

Under the protocol, applications are normally rejected if you have been absent from duty through sickness over the previous rolling 1 month period:

- five or more separate occurrences of absence
- have a cumulative total of 15 or more calendar days of sickness absence
- have a Bradford Score of 300 or more
- there is an apparent pattern of sickness

If no, please provide evidence as to the reason why you should be accepted onto the Returner Scheme.

Did you receive one of the following allowances before your retirement:

- rent allowance
- rent allowance and compensatory grant
- housing allowance

Please specify which allowance and the amount that you receive per year.

H. Criminal history

Conviction 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 will result in your application being terminated.

You must declare **all** convictions for any past offences, formal cautions by the police (including cautions as a juvenile that is 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 (Exemptions Order 1975) or any involvement with civil, military or transport police. You must also declare if you have ever been involved in any criminal investigations and whether this led to prosecution (either yourself or others).

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. You should also include any involvement you have had with police – even if this did not lead to any action being taken. You can access the policy on criminal convictions from your police recruitment office.

The force will also want to know whether any of your close family or associates are involved in criminal activity and will therefore search for any criminal convictions or cautions recorded against them. **You must advise them that these enquiries will be made.** The force cannot disclose the results of these enquiries to you.

Have you ever been convicted or had any formal cautions/reprimands/penalty notices by police for any offence or any bind-overs imposed by any court?

Do you have any impending prosecutions?

I. Supporting self-statement

Please use this section to summarise your ability to perform your previous role including relevant skills, knowledge, training, and commitment to the force. **Do not exceed one page.**

I understand that if supported, the final appointment will be subject to:

- **selection panel approval**
- **occupational health assessment**
- **force vetting to a level determined by vetting to be appropriate to the role**

Please sign the declaration of your agreement to the terms of the Returner Scheme (Annex B) before submitting your application for consideration.

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Signed

Date

J. To be completed by in-force sponsor (Chief Superintendent or equivalent)

I recommend do not recommend that this officer should be re-engaged under the Returner Scheme arrangements.

K. Justification for approval by in-force sponsor

Please provide rationale as to the reasons why the officer should be accepted onto the Scheme including relevant skills, knowledge, training and commitment to the force. **Do not exceed one page.**

I can confirm that this application has been discussed fully with the applicant as part of the process to ensure that the individual understands the implications of participating in the Returner Scheme.

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| Name: | |
| Rank/Band: | |
| Date: | |

L. Selection panel determination

The Selection Panel recommend do not recommend that this officer should be re-engaged under the Returner Scheme subject to an occupational health assessment and vetting.

Comments:

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| Signed: | |
| Rank: | |
| Date: | |

M. To be completed by recruitment department upon submission

Application form

Declaration to participate in the Returner Scheme?

Occupational health questionnaire

Date of medical if required

Vetting complete

Start date of Returner Scheme

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