



Ministry of Defence Police (MDP)

New Entrant from Other Forces Application Form

January 2022 3.0

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, in addition to completing any initial learning programmes i.e. IPLDP, Degree Apprenticeship, Degree holder schemes etc. and have the relevant qualifications, skills and experience for specific specialist posts.
- All applications will be subject to robust medical/security/vetting processes.
- All applicants must be full British Nationals and British Passport holder, and must not hold dual nationality. Candidates are advised that at some locations/establishments an enhanced level of vetting is required, which will 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.
- The MDP applies a tattoo and piercings policy. All tattoos are assessed individually. You must not have tattoos on your face unless they are as a result of cosmetic surgery or a medical procedure. You must not have any other tattoos which could cause offence to members of the public or colleagues, indicate alignment with any political party or extremist group or be considered discriminatory, racist, sexist, sectarian, homophobic, violent, intimidating or offensive. Tattoos will be assessed against size/prominence/visual impact and whether they undermine the office of Police Constable. Flesh tunnels/plugs or ear stretchers, that when removed leave a hole greater than 4mm, provide a significant health and safety risk and therefore will lead to automatic rejection.
- You must not be registered bankrupt with outstanding debts, or have any outstanding County Court Judgments against you. The same criteria applies for equivalencies in Scotland. Those with existing IVAs or debt management plans may apply, but will be required to provide evidence of how they are able to manage their debts and that they are up to date with their payments.
- 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

It is essential that you read all the guidance notes (see pages 20-24). 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)

Please state 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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You must include a copy of your passport and where applicable evidence showing that your stay in the UK is free of restrictions. Copy 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 is extended to 10 years for postings requiring Developed Vetting(DV) including at the Atomic Weapon Establishment (AWE) sites. 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 MDP? If 'NO' we cannot accept an application from you for any post requiring DV clearance. Please provide details below.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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.

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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. You **MUST** account for all gaps in employment, including periods of unemployment.

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, provide full details

Have you ever been involved in a criminal investigation (whether this led to any prosecution or not)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please give details below

Are you currently or have you previously been the subject of any misconduct or complaint enquiries?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please give details below

Tattoos & Piercings (see note 6)

Inappropriate tattoos and/or facial piercings will preclude you from becoming a Ministry of Defence Police officer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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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For all tattoos, except those where the location is of an intimate nature, you must include at least two colour photographs of each, with a visible measure for scale. 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 each tattoo and the wording of the tattoo.

b) In addition, please describe any personal significance or meaning you attribute to each tattoo and enclose an official translation with the application where applicable. Translations must be from a reputable and qualified company/individual.

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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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"/>

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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, vetting, a medical examination, drugs testing, continued good conduct and maintenance of fitness. I consent to references being sought.	<input type="checkbox"/>
Criminal conviction checks will be made against myself and my family members and I must inform 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		

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Section 6 Personal Information

The police service is proud to be an equal opportunities organisation. We believe that every member of our policing community deserves to work in a fair and inclusive environment. We are determined to ensure that:

- Our 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 age, disability, ethnicity, gender reassignment, marriage, sex, sexual orientation, pregnancy or religion or belief.

You can help us achieve this by sharing information about you. Completion of this section of the form is voluntary, but with your help, we can build data that accurately reflects recruitment diversity and shapes the future planning of our diversity, equality and inclusion work. 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 upon receipt and processed in accordance with the DPA 2018/GDPR 2018. Your information will be used to form organisational statistics and reports; these 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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Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Intersex <input type="checkbox"/>	Other (please state)	Prefer not to say <input type="checkbox"/>
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Gender Identity	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer to self-describe	Prefer not to say <input type="checkbox"/>
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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*	Do you consider yourself to have a 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					
Asian or Asian British	Bangladeshi	<input type="checkbox"/>	Mixed	White & Asian	<input type="checkbox"/>
	Indian	<input type="checkbox"/>		White & Black African	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>		White & Black Caribbean	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>		Any other Mixed background	<input type="checkbox"/>
Black or Black British	African	<input type="checkbox"/>	White	British	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>		Irish	<input type="checkbox"/>
	Any other Black background	<input type="checkbox"/>		Any other White background	<input type="checkbox"/>
Chinese or other ethnic group	Chinese	<input type="checkbox"/>	Prefer not to say		<input type="checkbox"/>
	Any other (please state)	<input type="checkbox"/>			

Sexual orientation	
Bisexual <input type="checkbox"/>	Prefer to self-describe (please state) <input type="checkbox"/>
Gay/Lesbian <input type="checkbox"/>	
Heterosexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Non-binary <input type="checkbox"/>	

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

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Section 7 Marketing form

To enable us to monitor our public relations and marketing activity, please indicate what prompted you to apply to join the MDP. 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.

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Section 8 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?

Have you attached a copy of your passport and where applicable, evidence that your stay in the UK is not subject to restrictions?

If applicable, have you attached photographs of your tattoos (excluding those of an intimate nature), provided a description of each and translation where required?

If applicable, have you attached a Certificate of Satisfaction (section 4 'financial position')?

Have you attached a copy of your photo card driving licence and driving record summary from GOV.UK? Or a copy of your paper counterpart licence if you are applying from Northern Ireland.

Have you attached a passport style photograph of yourself?

If you have changed your name, have you attached copies of any relevant documentation such as marriage certificate or deed poll?

Have you signed the declaration in section 5?

Have you completed the Equal Opportunities Form and the Marketing Form?

The completed application form and all attachments should be emailed to:

MDP-RecruitmentEnquiries@mod.gov.uk

Please ensure everything is submitted as an attachment, not as a link, zip file or in the body of the email.

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 and provide copies of any relevant documentation such as a marriage certificate or deed poll if you have changed your name.

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.

The paper counterpart to the photo card driving licence has not been valid since 8 June 2015, and is no longer issued by the DVLA, except for drivers in Northern Ireland. MDP therefore requires you to provide evidence of your driving record (entitlements and/or penalty points), you can do this online and free of charge at GOV.UK: <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

You will be asked to enter the following information

- Driving Licence Number
- NI Number
- Postcode

You then need to:

- Hit 'View now'
- Select 'Get Your Check Code'
- Select 'Get a Code'
- Select 'Print or Save a driving summary'

Finally, save your downloaded summary page, and attach it with a copy of your photo card licence when you submit your application form.

Applicants from Northern Ireland, where paper counterpart driving licences continue to be issued, must attach 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. 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 lived, worked, travelled or studied 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.

Candidate must be full British Nationals and British Passport holders. We are unable to accept an application from anyone who holds foreign or dual nationality status.

Other documentary evidence of your status may be required.

Note: All candidates will be required to produce their passports when attending an interview/assessment.

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

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.

Provide details of someone who can verify any gaps in employment.

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 face that are not a result of cosmetic surgery or a medical procedure, this will preclude you from becoming a Ministry of Defence Police Constable.

For all visible tattoos, except those where the location is of an intimate nature, you must provide at least two photographs of each, with a visible measure for scale. The first photograph 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. You must 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;
- 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, 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. When removed, they must not leave a hole greater than 4mm as this provides a significant health and safety risk. Applicants must seek advice from the Resourcing Team if they believe that they may be unable to comply with these requirements.

All applicants must also inform the recruitment 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 regards 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.

Note 10: 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.

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 require 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 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 not be processed and you will be informed by email that your application has been rejected.
- 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 mdp-recruitmentenquiries@mod.gov.uk as a favourite/trusted contact to avoid this.

Your cooperation can help to avoid delays.