

**Application Form**

**Promotion or level transfer to Inspector**

**November 2017**

**\*\* Please do NOT complete this form unless you have read the candidate & line manager guidance document\*\***

In order to apply for promotion, candidates are required to complete both the registration form on the e-recruitment system (WCN) and submit this application to their line manager, who following a conversation with the SMT member, will either put the candidate forward for the moderation stage, or refer the candidate back for further development.

1. **Candidate Supporting Evidence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Collar Number** |  | **Force** |  |
| **Division / Directorate** |  | | |
| **Force(s) applied for ranked in order of preference**  **(external candidates only)** |  | | |
| **Current Rank** |  | | |
| **NPPF Qualification or OSPRE 2 (please confirm which along with providing the date the exam was taken)** |  | | |

|  |
| --- |
| **Please provide evidence you are performing against the Competency Values Framework (CVF) at level 2.**  **(Emotionally Aware, Take Ownership, Collaborative, Deliver, Support & Inspire, Analyse Critically, Innovative and Open Minded)**  **(500 words maximum)** |
|  |

|  |
| --- |
| **Please provide evidence of relevant development activities you’ve undertaken**  **(100 words maximum)** |
|  |

**Please now pass the form to your Line Manager for review and completion.**

1. **Line Manager Supporting Evidence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager Name** |  | | |
| **Collar Number** |  | **Force** |  |
| **Division / Directorate** |  | | |

|  |
| --- |
| **Please provide evidence the candidate is performing against the Competency Values Framework (CVF) at level 2 along with the candidates commitment to personal development and engagement with the PDR process.**  **(Emotionally Aware, Take Ownership, Collaborative, Deliver, Support & Inspire, Analyse Critically, Innovative and Open minded)**  **(500 words maximum)** |
|  |

**This area should be used by Line Managers as a check and guide**

**Continuous Professional Development**

|  |  |  |
| --- | --- | --- |
| ***Please select one option in each row*** | **Yes** | **No** |
| Has the candidate had regular career conversations with their line manager about their progression to the next rank or through level transfer |  |  |
| Has the candidate evidenced their development through regular documented 1 to 1’s |  |  |
| Has the applicant a smart personal development objective and evidenced performance against this in their PDR |  |  |
| Has the applicant recorded evidence against each of the Personal Qualities (or other Force Competencies) |  |  |
| Has the applicant demonstrated general on-going commitment to continuous professional development |  |  |

**Other criteria for promotion**

Please confirm the following in relation to this applicant. If yes on either question, then you should not support this applicant for promotion.

|  |  |  |
| --- | --- | --- |
| ***Please select one option in each row*** | **Yes** | **No** |
| Has the applicant any outstanding formal disciplinary issues within last 12 months, or any live sanction |  |  |
| Is the applicant under any formal UPP/UAP |  |  |

**Line Manager Support**

***Please select one option only***

|  |  |
| --- | --- |
| Yes I support this person |  |
| No I do not support this person |  |

**Please provide a rational for this recommendation;**

Click here to enter text.

**If not supported, please confirm you have had a professional discussion with the candidate to give feedback on their application.**

Click here to enter text.

**Please confirm you have discussed this application with you Head of Department (HOD)**

Click here to enter text.

Line Manger name & warrant number: **Click here to enter text.** Date: **Click here to enter a date.**

Rank/Role: **Click here to enter text.**

Force: Bedfordshire  Cambridgeshire

Hertfordshire  Other Click here to enter text.

e-Signature 

**Please email the completed for to the Promotions team no later than Sunday 03rd December at 23.55 hours**

[**promotions@herts.pnn.police.uk**](mailto:promotions@herts.pnn.police.uk)