



Police Officer Application Approval Form

Post or Vacancy Title:	
Vacancy Reference Number: PO/	Closing Date of Vacancy:
Full Name:	
Collar / Warrant Number:	
Current Role and Team:	
Current CSP / District / Department:	
Home Force:	

First Line Manager's Name:		
Application Supported (see line manager guidance overleaf):	YES	NO
If NO please advise reasons:		
If individual successful is release in line with BCH Postings Policy and Procedure possible?	YES	NO
If NO please advise reasons:		
Signature of Line Manager:		

Department Head Name:
Signature of Department Head (Chief Inspector / Superintendent) :

Notes:

1. Please return this form fully completed to BCHCareers@herts.pnn.police.uk **BEFORE the vacancy closes**. If, due to exceptional circumstances, you are unable to do so please inform the Human Resources Service Centre so this can be reviewed by management.
2. Please note that if you do not submit this form fully completed, we will not be able to progress your application. If you have any queries in relation to this form please contact the Human Resources Service Centre at BCHCareers@herts.pnn.police.uk
3. Please pass a copy of this form to your relevant Superintendent.
4. Clear email trails from line management can be accepted in lieu of this form or wet signatures



Line Manager Guidance

Please note that it is your responsibility to notify your Head of Department of this individual's application.

If you feel this application is not appropriate to continue to short listing please could you provide an evidence based response under one or more of the reasons outlined below:

- Individual being managed under UPP (Attendance or Performance).
- Individual is under OHU restrictions preventing release
- Individual has live misconduct warnings or is subject to an on-going investigation
- There is an approved Return on Investment minimum posting period in place for current role which is not yet complete

Please ensure you discuss the content of your response with the individual and ensure they are copied into your response.

The information you provide may be shared with the Recruiting Manager to be considered alongside their application form.

Posting between business areas – the designated command/department officer releasing the officer will agree a date for posting with the receiving designated command/department officer. The posting will take place within 6 weeks of the offer of a job. In exceptional circumstances, where significant risks are identified, the posting may be as late as 12 weeks, but full account will be taken of the published strategic resourcing priorities for that force in agreeing the posting date.

Disputes

Any disputes about posting or the release of officers within force will be discussed by the designated managers with the Chief Officer HR lead for the force who will make a determination.

Any disputes about posting or the release of officers between a force and a collaborative unit will be discussed by the designated managers with the Chief Officer HR lead for the force and the relevant Chief Officer for the collaborated unit.