



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.

1.0 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)

| |
|--|
| |
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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.

2.0 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)

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

Continuous Professional Development

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

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.

| <i>Please select one option in each row</i> | Yes | No |
|--|--------------------------|--------------------------|
| Has the applicant any outstanding formal disciplinary issues within last 12 months, or any live sanction | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the applicant under any formal UPP/UAP | <input type="checkbox"/> | <input type="checkbox"/> |

Line Manager Support

Please select one option only

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

Please provide a rationale 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.](#)

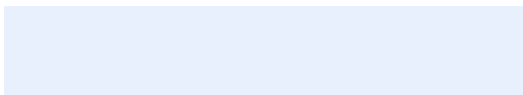
Force: Bedfordshire ☐

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