



## Information and Frequently Asked Questions

### Application and Recruitment Process

### Transferee Recruitment

#### Recruitment Process

The recruitment process consists of the following stages and you will be notified at the end of each stage whether or not you have been successful and therefore eligible to proceed to the next stage.

##### 1. Application Form

You will be advised at the end of the questionnaire if you have met all the requirements and then be able to progress to the online assessment stage. It is very important that you will follow the instructions as incomplete forms will not be accepted. The eligibility assessments within, checks your eligibility in line with the national recruitment standards in more detail than the basics of the online assessment. If you are referred as a result of any of your answers, a member of the recruitment team will contact you to let you know the outcome.

##### 2. Sussex Police Interview

These interviews will be competency based.

#### Pre-Employment Checks

Once you have passed all of the above elements of the selection process, you will then need to complete the following pre-employment checks:

##### 3. Fitness Test

We test endurance through a fitness shuttle commonly known as the 'Bleep Test'. A good indicator of the fitness level needed for this test is to be able to run at a good pace for around 4 minutes over a distance of about 700 metres. The required pass level is 5.4 (5.4 = 5 Levels and 4 Shuttles). Videos can be found via You Tube as an example.

##### 4. Medical

A medical assessment will generally be carried out by our Occupational Health provider. We will check:

- BMI
- Eye sight test – see Health & Wellbeing
- Colour Vision – see Health & Wellbeing
- Lung function – see Health and Wellbeing
- Hearing – see Health & Wellbeing

You will be asked to complete a confidential medical history questionnaire. Depending upon you medical history, we may have to contact your GP/Specialist for further information.

##### 5. Vetting

We will carry out security checks on you and your:

- Spouse/Partner
- Father/Stepfather/Mother's Partner
- Mother/ Stepmother/Father's partner
- Brothers/Sisters (full/half/step)
- Children/Children of your partner (only those aged 10 years and over)
- Any other adult living at your address
- Financial Circumstances – see vetting
- Social Media Accounts
- 

##### 6. Biometric Vetting

This will be requested via our fingerprints department from your current force.

## **7. Substance Misuse**

We will collect a sample of hair approximately 50 to 100 strands from the crown of the head to test for substance misuse.

## **FAQ – Sussex Police – Transferees**

### **Can I choose where I will be stationed?**

You must fully appreciate that you are joining Sussex Police and that you could be posted to anywhere within the county. During the selection process you will be asked to identify Division you would prefer. Your preference will be accommodated where we can but we can't guarantee this will always be possible.

### **What shift patterns do you operate?**

Sussex Police operates a number of different shift patterns designed to meet force and local policing operational requirements. If you are successful through the recruitment process, you will in your 'Offer of Appointment' letter, be allocated a posting and details of your exact station, relief and shift pattern will normally be notified to you during your first week of service.

### **I am a Constable at the moment, but I have passed both parts of my OSPRE examinations. Can I transfer in as a Sergeant?**

No, we only accept level transfers. You can only apply for promotional opportunities when our promotion boards are advertised externally and you will be required to sit a promotion board panel. You can however level transfer to Sussex Police when we are accepting transfers at the rank of Constable and apply for promotion when the relevant board is held internally.

### **How long does the recruitment process take?**

The transferee process can take approximately 6 months from initial application to being appointed.

### **What will my salary scale be?**

Sussex Police adheres to the national pay scales, as well as receiving the £1,000 South East Allowance.

### **What happens to my pension?**

Under most circumstances, your pensionable service is directly transferable from one force to another. Therefore your pension transfers across with you, so long as you do not have a gap in your service. Your transfer will remain as continuous service. Your resignation from your current force will be from midnight of your last working day and you will commence service with Sussex Police as of 12.01am the following day, to ensure there is no break in service.

Once an offer has been accepted, we will contact your force for the following information:

- Present pay scale including next increment date.
- Dates of service:
- Details of any unpaid leave
- Receipt of either Housing/transitional allowance or regional allowance
- Pension Information:
  - Date of entry into Police Pension Scheme:
  - Current pension scheme (i.e. OPPS, NPPS or Police Pension PPS CARE Scheme 2015)
  - Does the officer have tapered protection? If yes - date of tapered protection:
- The officers' training record with your force.

If you still have questions, please email the Recruitment Team at [Recruitment@sussex.pnn.police.uk](mailto:Recruitment@sussex.pnn.police.uk).