

# RECRUITMENT CHARTER – TRANSFEREES

Our purpose is to work with the people of Hertfordshire to achieve safety, justice and reassurance for all. We strive to deliver the best possible service to our communities and our service commitments let you know what you can expect from us and how you can work with the Constabulary in the most effective way.

- An application pack will be despatched to you within two working days of your request
- An acknowledgment card will be sent to you once your application has been received
- Please ensure that you submit your sickness record and if applicable your last three appraisals with your application
- A member of the Recruitment Team will contact you within two working days of receipt of your application to discuss the process with you
- The Superintendent, Workforce Planning will contact you to discuss your posting
- The Professional Standards Department from your current force will be contacted to obtain details of any complaints recorded
- Your medical questionnaire and the Occupational Health consent form will be forwarded to our OHU who will approach your current force for a copy of your medical records
- An interview will then be arranged and we will aim to give you at least five working days notice of this
- We will aim to have your medical arranged for the same day as your interview, although this is not always possible
- We will contact you on a weekly basis to update you
- If any of the checks undertaken are not satisfactory and it becomes necessary to withdraw your application you will be informed of this in writing. It may not be possible for us to disclose the reasons behind this
- Once all of your checks have been satisfactorily completed you will be contacted to agree a start date which will be on the next available intake date. Do not serve your notice to your current force until you have heard from us
- Within three working days of this you will receive your final offer letter, and details of your first day

## COMPLAINTS AND APPEALS

If at any stage of the transfer process you would like to make a complaint or appeal a decision that has been made, please put this in writing for the attention of:

**Claire Fordham**  
**Recruitment Manager**  
**Hertfordshire Constabulary HQ**  
**Stanborough Road**  
**Welwyn Garden City**  
**Hertfordshire**  
**AL8 6XF**

**PRINT**

Client	<b>HP</b>
Job No.	<b>179605</b>
Date	<b>9/3/7</b>
Project	<b>RC/T/</b>
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