

**Permanent Staff Applying For Temporary Positions**

* Substantive members of police staff intending to apply for a temporary police staff position **must** seek approval from their substantive line manager before submitting an application.
* In addition to the above instruction, substantive members of police staff who are currently in a temporary position must also inform their substantive line manager of their intention to apply for another temporary post.

Please refer to Appendix A 1.0 General principles - 1.1 Permanent employees applying for temporary roles – 1.1.1 Application and Selection, located within the Employment of Police Staff on Temporary Basis Tool Kit (61026): *Application and selection will be on the basis of the normal recruitment and selection criteria which will include the attendance criteria, in line with the Attendance Policy (D51022).*

*Where an application is being made by an internal applicant, prior to applying a meeting should be held between the individual involved and his/her line manager to discuss whether they should be allowed to apply. The needs of his/her existing department and the individual’s best interests, career/personal development, domestic circumstances or welfare needs should be taken into account. Individuals should not be prevented from applying for temporary vacancies unless line management have good reasons. Consideration may be given to placing restrictions on the applicants, particularly those who hold ‘key’ or ‘specialist’ roles. Should an individual be prevented from applying for a temporary vacancy, the reasons should be documented on their application, which should then be forwarded to the Human Resources & Payroll Department.*

The below details must be completed and approval sought from **substantive** line manager prior to submitting your application form. The completed form should be attached via the on-line recruitment system with your application, without this completed form the application cannot be considered**.**

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| Name of applicant:  | Collar Number: | Title of the Vacancy applying for: | Reference number of Vacancy: |
|  |  |  |  |
| Substantive job title: | Temporary job title: (if applicable) | Start and end date of current temporary post: (if applicable) |
|  |  |  |
| Collar number & name of substantive line manager: | Do you support the application  | **If not approved** by substantive line manager, line manager to detail the reasons why below: |
|  | Yes / No Date:  |  |