

Administration Process

The following is the current administrative procedure that is followed with regard to pre-employments. **Please note that your appointment cannot be re-scheduled and if you fail to attend your appointment your application will not be progressed further in this campaign.**

On arriving at Seapark, you will be met by an Occupational Health & Welfare representative (**please note that if you arrive more than 15 minutes late for your appointment you may not be seen and your application may not be progressed further in this campaign**). They will be responsible for accompanying you to Occupational Health and Welfare, checking and copying your photographic identification and collecting your completed medical history questionnaire (**if this is incomplete or inaccurate your application may not be progressed further in this campaign**). They will also ask you to supply a urine specimen on the day of your appointment.

At the end of the pre-employment screening you will not be told the outcome. All outcomes will be forwarded to you via letter. Presently there are four outcomes.

- i. You will be considered medically fit having met the required standards.
- ii. You will be considered medically unfit having not met the required standards.
- iii. You will be considered medically fit for an adjusted role, which will be considered by the DDA panel.
- iv. You will be considered medically fit having met the required standards for role but not for the Police Pension Scheme ill health benefits.

Candidates who meet the required medical standard

You will receive a letter from Occupational Health and Welfare informing you that you are considered medically fit having met the required standards.

Candidates who meet the required medical standard but have a Duty Adjustment

You will receive a letter from Occupational Health and Welfare informing you that you are considered medically fit for an adjusted role, which will be considered by the PSNI Disability Discrimination Act panel. The Panel shall consequently decide if the duty adjustment(s) recommended are reasonable and that you will still be able to carry out the role of a police constable-patrol probationer. Recruitment Branch will contact you in writing with the result of the DDA Panel's decision.

Candidates who do not meet the required medical standard

You will receive a letter from Occupational Health and Welfare informing you that you are not considered medically fit and have not met the required standards. You will have fourteen days from the date of letter to appeal this decision and should provide any additional medical information that is required.