

## QUICK GUIDE

### **Submission of forms and documentation to the Selection and Recruitment Section (SRS), Police Division.**

1. All electronic files are to be delivered **in person** at the SRS offices. Files are to be saved in a USB drive for easy transmission.

The following documentation must be submitted when nominating seconded Individual Police Officers (IPO) to the SRS:

- Passport. Please provide with one (1) pdf file for each candidate.
- Electronic Application for Seconded Police – EASP form. Provide one (1) pdf file for each candidate.
- Medical clearance form (MS2). Provide one (1) pdf file for each candidate.

*The above forms must be scanned in **PDF in searchable<sup>1</sup>** format. Make sure that the email addresses to the candidates are clear in the EASP forms.*

*One (1) Human Rights Certification (HRC) must be submitted with the nominations in a Note Verbal. The candidates' names can be compiled in one HRC and submitted in original to the SRS.*

2. The above documents are to be sorted separately as EASP, PP (passports) and MS2 in the system and must therefore be submitted separately, thereafter saved in three different folders in the USB drive:



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<sup>1</sup> PDF documents can be scanned in both «readable» and «searchable» format

3. The files are to be named in the following formats:

**EASP forms:** *Candidate's last name - Candidate's first name – EASP*

Name	Date modified	Type	Size
 CHANG-MICHAEL-EASP	09/06/2017 11:49 ...	Adobe Acrobat D...	200 KB
 JOHNSON-TOM-EASP	08/06/2017 10:57 ...	Adobe Acrobat D...	207 KB
 NGATA-CHARLES-EASP	02/05/2017 9:34 AM	Adobe Acrobat D...	295 KB

**MAKE SURE THAT THE LAST AND FIRST NAMES CORRELATES WITH THE CANDIDATES' PASSPORTS**

**MS2:** *Candidate's last name – candidate's first name – MS2*

Name	Date modified	Type	Size
 CHANG-MICHAEL-MS2	09/06/2017 11:49 ...	Adobe Acrobat D...	200 KB
 JOHNSON-TOM-MS2	08/06/2017 10:57 ...	Adobe Acrobat D...	207 KB
 NGATA-CHARLES-MS2	02/05/2017 9:34 AM	Adobe Acrobat D...	295 KB

**MAKE SURE THAT THE LAST AND FIRST NAMES CORRELATES WITH THE CANDIDATES' PASSPORTS**

**PASSPORTS:** *Candidate's last name – candidate's first name – PP*

Name	Date modified	Type	Size
 CHANG-MICHAEL-PP	09/06/2017 11:49 ...	Adobe Acrobat D...	200 KB
 JOHNSON-TOM-PP	08/06/2017 10:57 ...	Adobe Acrobat D...	207 KB
 NGATA-CHARLES-PP	02/05/2017 9:34 AM	Adobe Acrobat D...	295 KB

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