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**OPCC Volunteer Application Form**

**Thank you for your interest in becoming a panel volunteer for the Avon and Somerset Police and Crime Commissioner (PCC). Please complete the information below and return it to:**

[**OPCCvolunteering@avonandsomerset.police.uk**](mailto:OPCCvolunteering@avonandsomerset.police.uk)

**Our application process has 4 parts:**

1. **Read the person specification   
   document to confirm why you may   
   not be able to be a volunteer   
   before applying.**
2. **Complete the Application Form.**
3. **Complete the Equality Monitoring Form.**
4. **Provide identification documents.**

Email is our preferred method of communication as this is needed for the role. Your responses will be used to shortlist applicants for this opportunity.

You do not need to submit a Curriculum Vitae (CV). Only this completed application form will be used   
in the selection process and assessment is on   
how your responses relate to the requirements   
of the role.

**Please read the Person Specification document for the role you are applying for to be aware of the various items which disqualify applicants from becoming a volunteer for the OPCC. It is imperative that you are open and honest with your answers. Evidence needs to be specified and focussed on your personal involvement/experience and actions. The evaluation of your application will be determined by the extent that your evidence relates to the requirements of the role, how thoroughly you answer the questions and how appropriate your examples are in relation to the panel member role being applied for.**

**Successful applicants are required to complete a Police vetting process prior to appointment – this will take place only after you have been through the initial application process and you will be advised what it entails.**

**The Avon & Somerset Police & Crime Commissioner is committed to equality and diversity and welcomes applications from all sectors of our community**.

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** Part One**

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| **PLEASE INDICATE THE VOLUNTEER OPPORTUNITY OR OPPORTUNITIES YOU ARE APPLYING FOR:** |
| Complaints Panel  Use of Force Panel  Custody Visitor  Out of Court Disposal Panel |

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| **YOUR DETAILS:** | | | |
| **Title:** |  | | |
| **First Names:** | | **Surname:** |
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| **Previous Surname(s):** | **Any other Names by which you’ve been known:** |
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| **Home Address (Permanent Address):** | **If less than 5 years at this address, please provide your previous address(es) during this period:** |
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| **How long have you lived at this address:** | Years       Months |
| **Home Phone:** | **Work Phone:** |
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| **Mobile Phone:** | **Email:** |
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| **Town/County/Country of Birth:** |  |
| **National Insurance Number:** |  |

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| **Please list any additional languages you speak and your fluency in them (basic, intermediate, advanced, mother tongue):** |
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** Part Two**

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| **HOW DID YOU HEAR ABOUT VOLUNTEERING FOR THE OFFICE OF THE POLICE AND CRIME COMMISSIONER?** |
| **Social Media**  **Other Digital/Online**  **Through a Friend**  **Local News/Media** |
| **Other:** |

** Part Three**

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| **EMPLOYMENT AND VOLUNTARY WORK EXPERIENCE** |
| **Employed  Unemployed  Student  Other**  **Retired**  **Self Employed** |

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| **PLEASE PROVIDE DETAILS OF EMPLOYMENT, APPOINTMENTS OR VOLUNTARY/CHARITY WORK OVER THE PAST 10 YEARS THAT MIGHT BE RELEVANT TO THIS ROLE** | | |
| **Name of employer or voluntary organisation** | **Dates position held to/from** | **Position held and nature of responsibility** |
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| **PLEASE PROVIDE DETAILS OF ANY ACADEMIC, PROFESSIONAL AND/OR VOCATIONAL QUALIFICATIONS** | |
| **Qualification** | **Date Obtained** |

** Part Four**

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| **REFERENCES:** |
| **Please give details of 2 people (they should have known you for at least 2 years and may not be related to you) who are willing and able to offer a reference about your ability to act as a volunteer in this role. References supplied will be held in accordance with the Data Protection Act 1998.** |

**Reference 1**

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| **Name (inc title):** | |
| **Position/Relationship:** | |
| **Address:** | |
| **Postcode:** | |
| **Telephone:** | **Email:** |

**Reference 2**

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| **Name (inc title):** | |
| **Position/Relationship:** | |
| **Address:** | |
| **Postcode:** | |
| **Telephone:** | **Email:** |

** Part Five**

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| **RELEVANT SKILLS AND EXPERIENCE:** |
| **Please provide examples of your experience, skills, or knowledge in the following competency areas. Please use a supplementary sheet if required.**  (200-400 word count per competency).   1. The ability to think independently but work as part of a team to provide balanced, impartial, and constructive feedback. 2. Excellent written and verbal communication skills and an understanding of confidentiality. 3. Enthusiasm for improving policing including any relevant expertise or interest in policing issues. 4. Establishing and maintaining good working relationships with a wide range of people, valuing diversity and respecting difference. |
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| **RELEVANT SKILLS AND EXPERIENCE Continued:** |
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** Part Six**

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| **REASONS FOR WANTING TO BECOME A VOLUNTEER:** |
| **Please state your reasons for wanting to become a volunteer for the OPCC and why you feel you would be a good fit for the role.**  (500 word count limit) |
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** Part Seven**

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| **CONVICTIONS:** |
| **Have you ever been convicted of an offence or been reported and subsequently given an official written caution, warning or reprimand for any offence?** |
| **Yes**  **No** |
| **If yes, please give details below (this application is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and, as such, candidates for appointment as Independent Scrutiny Panel members are not entitled to withhold information regarding convictions which for other purposes are “spent”; under the provisions of the Act.** Information provided will not necessarily disqualify an individual from becoming a Panel member. Any information will be kept strictly confidential. (Please continue on a separate sheet if necessary). |
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** Part Eight**

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| **IDENTIFICATION:** |
| **Proof of your identity is required. Please provide a form of written identity (eg Passport, birth certificate,  driving licence) for verification, plus one other document showing your address (eg utility bill).  Colour photos of the relevant pages must be sent with this application. Do not send the original documents as they will not be returned.** |
| **Enclosed?  Yes  No** |

** Part Nine**

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| **DISCLOSURE:** |
| **Please give details of any relationships to staff/officers of the Office of the Police and Crime Commissioner or Avon and Somerset Police:** |
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| **Please give details of any business or other interest or any personal connections which, if you are appointed, could be misconstrued, be a conflict of interest or cause embarrassment to the Police & Crime Commissioner of Avon & Somerset. These could include financial interests or share ownership, membership of societies, activities associations or employment of a partner or friend in a particular field in which the PCC operates. Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during interview to establish how you would address the issue(s) should you be successful in your application:** |
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** Part Ten**

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| **WORK PERMIT:** |
| **The prevention of illegal working in the UK is currently governed by section 8 of the asylum and Immigration Act 1996. Under law, it is a criminal offence to appoint a person aged 18 or over who is subject to immigration control and who has no permission to work in the UK, or who works for you in breach of their conditions to stay in the UK.** |

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| **Do you require a work permit for employment in this country?** | Yes  No |
| **If YES, do you have a current permit?** | Yes  No |
| **If you have a current permit, please indicate the expiry date:** |  |

** Part Eleven**

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| **DISABILITY:** |
| **Avon and Somerset PCC’s office will interview all applicants declaring a disability who meet the minimum essential criteria and consider them on their abilities. This information is only requested in order that appropriate arrangements can be made if you are selected for the scheme.**  **Do you have any physical or mental impairment, which has a substantial long-term adverse effect on your ability to carry out your normal day-to-day activities?**  **Yes**  **No**  Equality Act 2010.  If you required any assistance or reasonable adjustments if you are invited for any interview, please do let us know and we will be pleased to discuss this with you and arrange suitable adjustments. |

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| **DECLARATION:** | |  | |
| I agree to the Office of the Police and Crime Commissioner making an enquiry in connection with my application to become a volunteer. I have read the information supplied to me concerning the duties and responsibilities of a volunteer on a panel and would be prepared, if my application is accepted, to attend training sessions as necessary and complete the appropriate undertaking in respect of confidentiality.  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete, I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, my appointment could be terminated. | | | |
| **SIGNATURE\*** | **PRINT NAME** | | **DATE** |

\* If emailing this form, please type your name in the space above to sign.

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| **DATA PROTECTION ACT 1998:** |
| Please note that the information supplied on this form may be securely held and the enquiries made in processing your application may include reference to personal data held on police computers or manual files. The information provided in this application will be treated in the strictest of confidence. |

**Thank you very much for completing this form.**

Please return completed Application Form and Equality Monitoring Form to:

[**OPCCvolunteering@avonandsomerset.police.uk**](mailto:OPCCvolunteering@avonandsomerset.police.uk)

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