

Ref: [REDACTED]

First Name:

Last Name:

Post Applied For:



west midlands
office of the police
and crime commissioner

Application Form

Legally Qualified Chairs

Return to: Karen Dawes
Office of the Police and Crime Commissioner
Aqua House,
20 Lionel Street
Birmingham
B3 1AQ

Closing Date: Noon on Friday 23 October

GUIDE TO COMPLETION

INTRODUCTION

Completing the application form is the first stage of the selection procedure. The information you provide is the only information we will use in deciding whether or not you will go forward in the selection process. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant. All information you provide will be treated in the strictest confidence.

If you are disabled and your disability means you cannot easily complete an application form, please contact Karen Dawes on (0121) 626 6060.

PLEASE REMEMBER TO:

1. Complete the form clearly, using black ink.
2. Answer **ALL** questions by providing the required information or ticking the appropriate box. If any question or part of a question does not apply to you write "**NOT APPLICABLE**"
3. Please contain your answers to the space allocated.
4. Please ensure that you have signed the declaration on page 13.
5. If you have any queries in relation to completing the application form please telephone (0121) 626 5897.

Your completed form should be received by, Office of the Police and Crime Commissioner West Midlands, Aqua House, 20 Lionel Street, Birmingham B3 1AQ by **noon on Friday, DATE**.

Title: (Mr/Mrs/Miss/Ms):

Last Name:

Previous Last Name(s):

First Name(s):

Any other name(s) you are known by or have used previously:

Home Address:

Postcode:

Home Telephone No:

Mobile Telephone No:

Daytime Telephone No:

E-Mail Address:

Nationality:

Place of Birth (Town & Country):

National Insurance Number:

To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA (Iceland, Norway and Leichtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions.

If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK. You should therefore send a **copy** of your passport which shows that your stay is free of restrictions. **Do NOT send your actual passport** with this application. Other documentary evidence of your status may be required.

Education & Qualifications

Please list any academic, professional and/or vocational qualifications relevant to this appointment

Date from:	Date to:	Name of Institution	Qualifications gained	Subject and level
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[illegible]

3
**Current
Employment
and
Appointments**

(if applicable)

Current employer:

Address:

Postcode:

Telephone No.:

Nature of business:

Position held/main duties:

Date started:

4 Previous Positions

Please provide details, with the most recent first, of any paid or unpaid work you have done. This should include any work you have done in the local community.

Dates
Started/left

Name, address, nature of business or community
activity

Position held and brief
outline of role/duties

5

Experience, Skills and Capabilities

We are looking for evidence of skills and qualities that you have, or may develop, that are required for the position.

5

**Experience,
Skills and
Capabilities
continued**

6

Membership

Please list membership of any organisation(s) relevant to this position.

Name of Organisation	Type of membership	Date of membership

7

Training

Please list any course(s) which you have undertaken which are relevant to this position.

Year(s)	Organising body	Course title

8

Personal References

Name and address of two people whom reference may be made (one of whom must be your present Or last employer). Can we contact your references prior to your interview Please indicate yes or no:

LAST EMPLOYER

OTHER REFEREE

9 Business Interests

Do you currently have any job or business interest which you intend to continue should you become a OPCC employee?

Please indicate yes or no:

If YES please state the nature of this job or business and the extent of your involvement (e.g. actively involved, non-executive director). Include hours spent on it.

10 Health

Shortlisted candidates will be sent a medical questionnaire. You should complete the medical questionnaire and bring it with you at interview.

If you are successful at interview you may be required to undertake a medical examination.

11 Driving Licence

Do you hold a current driving

licence? Please indicate yes or no:

Provisional or Full:

12 Declaration

PLEASE ENSURE YOU SIGN THIS DECLARATION BEFORE RETURNING YOUR APPLICATION FORM

To your knowledge, are you related to the West Midlands Police and Crime Commissioner or his Deputy or to any member of staff of the West Midlands Office for Policing and Crime?

Please indicate yes or no:

YES please state to whom you are related and your relationship:

Anyone who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be subject to termination of contract.

DATA PROTECTION ACT DECLARATION

The information provided on this application form will be entered onto a computer system and as such is covered by the rules set out by the Data Protection Act 1998.

VALIDITY

I declare that the information given on this application form is to my knowledge true. I understand that if it is subsequently discovered that any statement is false or misleading, any offer of appointment may be withdrawn or I may be removed from office by written notice from the Police and Crime Commissioner.

I declare that all the statements I have made in this application are true to the best of my knowledge and belief.

Signature: _____

Date: _____

13 Guaranteed Interview Scheme

West Midlands Office for Policing and Crime is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the essential criteria for the post.

What do we mean by disability?

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete the declaration below and send it in with the application form.

Please indicate if there are any special arrangements we could make to assist you in completing out application form (e.g. by tape/by Braille/large print) or whether you require information about the job in an alternative format.

Are there any arrangements we could make to assist you to complete a series of selection tests?

Are there any arrangements we could make to assist you if you are invited to attend for interview?

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms and non-disabled people.

DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

Name: _____ Date: _____

Signature: _____

Please return the completed form with the main application form