**Volunteer Application Form**

**Notes**

* 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. All information you provide will be treated in accordance with our Privacy Policy available on our website
* 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"**
* We guarantee an interview to anyone with a disability whose application meets the essential criteria for the post. Please indicate if you have a disability covered by the Disability Discrimination Act 1995 and therefore qualify for an interview under the Guaranteed Information Scheme. (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.)
* If you have any queries in relation to completing the application form please telephone (0121) 626 6060.

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* CVs or other supporting information will not be considered unless otherwise stated.
* Successful candidates will be required to undertake vetting and medical checks before appointment.
* Vetting is conducted for all applicants who conduct work for, or with, West Midlands Police and also those staff working for the OPCC’s Office. It helps to identify, assess & manage any risks relating to areas such as operational safety, public confidence & protection of organisational assets. West Midlands Police is a Ban the Box employer, committed to offering people with criminal convictions a fair chance to compete for jobs. A conviction will not automatically lead to withdrawal of an offer. Each case is considered on an individual basis relating to the role undertaken, on all the information available & based on the Rehabilitation of Offenders Act (ROA) 1974 & will be subject to a proportionate risk assessment. You will have the opportunity to discuss the matter with us before we make a decision.
* Applications to be sent to [wmpcc@westmidlands.police.uk](mailto:wmpcc@westmidlands.police.uk)

**ELIGIBILITY TO BECOME A VOLUNTEER**

Persons applying to become a volunteer at the OPCC should be:

1. be at least 18 years old
2. must be living or working within the West Midlands Police area
3. will have been a resident in the UK for at least 3 years prior to the date of application.
4. of good character;
5. with broadly based interests in the local community who can bring with them particular experience or knowledge; and
6. who are capable of making informed judgments in which the community can have confidence.

Persons applying to become a volunteer at the OPCC cannot do so if they have:

1. been convicted of an offence punishable with imprisonment within the last 5 years;
2. served a term of imprisonment or detention;
3. be a Justice of the Peace or an officer / ex-officer of a Police Force (including the Special Constabulary);
4. an officer of the Probation Service;
5. an officer within the office of the Police and Crime Commissioner; or
6. be under the age of 18 years.

Applications from others involved in the criminal justice system will be considered individually, having regard to the public service principle of being seen to be independent and impartial.

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| **Because of the sensitive nature of custody visitor duties you will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily affect your application.**  **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?**  *(The Rehabilitation of Offenders Act 1974 does not apply to this application.)*  Yes  No  If Yes, please give details of offences, penalties and dates:  **Are you aware of any police enquiries undertaken following allegations made against you, which may have bearing on your suitability as an Independent Custody Visitor?**  Yes  No  If Yes, please give details: |

**Which Custody Sites would you prefer to attend?**

* Oldbury Custody Suite - B70 7JD
* Perry Barr Custody Suite - B42 2TU
* Coventry Custody Suite - CV1 2JX
* Wolverhampton Custody Suite - WV1 3AA

**Equal Opportunities Monitoring Form**

None of the information recorded in this Equal Opportunities Monitoring form will be shared with the Recruitment Panel or used as part of the selection process. It will be used to understand whether our recruitment reaches all of our communities. Once completed this form will be processed in accordance with our Privacy Notice and destroyed in line with our Information Records Management Policy and retention schedule. Copies of both can be found on our website - <https://www.westmidlands-pcc.gov.uk/office-of-the-pcc/office-policies/>

**All questions are optional, and if you prefer not to say, please leave blank**

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| **Gender** | Female  Male  Other, please describe: |
| **Trans status – do you identify as trans?** | Yes  No  Other, please describe: |
| **Sexual Orientation** | Heterosexual/straight  Gay/lesbian  Bisexual  Other, please describe: |
| **Marital Status** | Married Civil Partnership  Other, please describe: |
| **Do you consider yourself to have a disability?**  A disability is a physical or mental impairment, which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities | Yes  No |
| **Age** | 16–24  45-49  25-29  50-54  30-34  55-59  35-39  60-64  40-44  65+ |
| **What is your religion or belief?** | Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Non-religious (atheist, humanist etc)  Any other religion or belief, please describe:  No religion or belief, please describe: |
| **What is your ethnicity?**  Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box or self-define. | **White**  British  English  Welsh  Scottish  Northern Irish  Irish  Gypsy, Roma or Irish Traveller  European EU, State Country:  European Other, State Country:  Other, please describe:  **Mixed / Multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Black Asian  White and Black Asian  Any other mixed background, please describe:  **Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian British background, please describe:  **Asian**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background (please state country)  **Black British / African British / Caribbean British**  African (please state country) :  Caribbean (please state country) :  Any other Black background, State:  **Black / African / Caribbean**  African (please state country) :  Caribbean (please state country) :  Any other Black background State: |
| Please indicate the first part of your postcode e.g.: CV12, WV12, B13 |  |

**Comments**

Please use this space to add any comments you wish



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| **Role Applied for** |  |
| **First Name** |  |
| **Last Name** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Preferred Telephone Number** |  |
| **Email Address** |  |
| **Place of Birth (Town and Country)** |  |
| **Nationality**  (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 Leictenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions. In this case you must provide proof that you have no restrictions on your stay in the UK) |  |
| Do you currently have any job or **business interest** which you intend to continue should you become an OPCC employee?  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.  Anyone who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be subject to termination of contract. | **Yes / No** |
| To your knowledge, **are you related to the West Midlands Police and Crime Commissioner or to any member of OPCC staff**?  If yes please state their name and relationship to you. | **Yes / No** |
| Please indicate whether you have a disability and would like to apply under the **Guaranteed Interview Scheme:**  Are there any arrangements we could make to assist you if you are invited to attend for interview? | **Yes / No** |

**Education:**

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| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name of Institution** | **Qualifications gained** | **Subject and grade** |
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**Employment:**

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| **Date from:** | **Date to:** | **Name, address, nature of business or community activity** | **Position held and brief outline of role/duties** |
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**Training Completed**

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

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| --- | --- | --- |
| **Date from:** | **Date to:** | **Details of Course** |
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**Experience, Skills and Capabilities**

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

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| What experience do you have that would help you as an Independent Custody Visitor?  What involvement do you have with the local community?  Why do you want to be a Independent Custody Visitor?  What can you offer to the scheme? |

**Personal References**

|  |  |  |
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|  | **Name & Contact Details** | **Relationship to you** |
| **Reference 1** |  |  |
| **Reference 2** |  |  |

**Where did you hear about this post?**

OPCC Website  WM Jobs

The Guardian Jobs  LinkedIn

Indeed  Worked for an MP

APCC

Other, please provide details: ………………………………………………………………………..

**Declaration**

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| 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. | e-Signature:  Date: |