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**LINCOLNSHIRE INDEPENDENT CUSTODY VISITING SCHEME**

**APPLICATION FORM**

When completing this application form, please ensure that you meet the essential and where possible the desirable criteria as identified in the Role Specification. Please provide relevant information about your experiences, interests and reason for applying for the role as this will help the Office of the Police and Crime Commissioner (OPCC) to assess your application and suitability for the position. The details supplied by you on this form are confidential and will form part of your personnel record if successful.

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| **Personal Details** | |
| Preferred Title: (Mr, Mrs, Ms, Dr, etc) |  |
| First name(s): |  |
| Surname: |  |
| Other names you have been known by:  (including maiden name) |  |
| Date of Birth: |  |
| Address: |  |
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| Postcode: |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Email address: |  |
| National Insurance Number: |  |
| Current Driving Licence: | YesNo |
| Occupation: (If retired or unemployed, please state previous occupation) |  |
| How did you find out about this volunteering opportunity? |  |

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| **Eligibility to work in the UK** |
| Current legislation means that it is a criminal offence to recruit a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you may be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work/volunteer in the UK? YesNo |

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| **Other Applicant Details** | | |
| Are you currently any of the following? | Police Staff  Police Officer  Police Volunteer  Special Constable  PCSO  OPCC Staff  Magistrate  **If yes**, please provide details: | |
| Are you retired from any of the above mentioned roles? | | YesNo  **If yes**, please provide details: |
| Are you a solicitor, probation officer or otherwise involved with the criminal justice system? | | YesNo  **If yes**, please provide details: |

**The role of the custody visitor is to be independent and impartial. If it is felt that there may be a conflict of interest then consideration would be given to the appropriateness of your appointment, however, each case will be individually assessed.**

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| **Rehabilitation of Offenders** |
| This volunteering position involves working with vulnerable adults/children or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including ‘spent convictions’. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a volunteering position. |

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| **Disclosure** | |
| Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?If yes, please state: | Yes  No |

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| Offence/s | Outcome of Offence/s (i.e. conviction, caution, bind–over, reprimand, warning or allegation) | Date of Offence/s | Disposal (if known) |
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| **Medical Conditions** | |
| Do you have any disabilities or suffer from any medical conditions, which may affect your ability to carry out the duties of an Independent Custody Visitor? | YesNo |
| If yes, please provide details and advise of any support that can be provided: | |

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| **Employment / Volunteering History – Last Five Years** | |
| Please provide details of your employment and/or volunteering roles covering the past five years only. It is essential that all information is completed where appropriate. Please continue on a separate sheet if necessary. | |
| **Current or Most Recent Employment / Volunteer Position** | |
| Name of current/most recent employer/voluntary organisation: |  |
| Dates from/to (mm/yyyy): |  |
| Role & Experience |  |
| **Previous Employment / Volunteering Experience** | |
| Name employer/voluntary organisation: |  |
| Dates from/to (mm/yyyy): |  |
| Role & Experience |  |
|  | |
| Name employer/voluntary organisation: |  |
| Dates from/to (mm/yyyy): |  |
| Role & Experience |  |
|  | |
| Name employer/voluntary organisation: |  |
| Dates from/to (mm/yyyy): |  |
| Role & Experience |  |

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| **References** |
| Please provide details of two referees, not related to you and independent of each other, who have agreed to support your application. Referees will be asked to provide an insight into character and commitment. |

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| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Occupation: | Occupation: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |
| How do you know them: | How do you know them: |

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| **Skills, Experience and Personal Qualities** |
| This section provides you with the opportunity to demonstrate your suitability for the role of an Independent Custody Visitor.  Please read through the recruitment pack to get a clear view of what the role involves and the desired skills, experience and personal qualities we are looking for. Please tell us how you match the requirements of the role by giving examples of any relevant skills, experience or personal qualities. This may be from your current or previous role from either paid or voluntary work, or from skills transferable from other life experience.  *Please continue on separate sheets if necessary* |
| **What skills, experience and personal qualities do you have that make you suitable for this role?** |
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| **Why do you want to become an Independent Custody Visitor?** |
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| **Declaration** | |
| I confirm that I have read the information supplied to me concerning the duties and responsibilities of the Independent Custody Visitor role and would be prepared, if my application is accepted, to adhere to the requirements of the role. I agree to the Office of the Police and Crime Commissioner undertaking Lincolnshire ‘non Police Personnel Vetting Level 2 (NPPV2)’ in connection with my application as a volunteer.  I confirm that the information I have provided is accurate to the best of my knowledge and belief. I understand that any false information, any relevant omission or misleading statements may disqualify me from the recruitment process, or if I have already been appointed, may result in my dismissal. | |
| **Signed:** |  |
| **Date:** |  |

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| **Return Email / Postal Address** |
| **Please return this completed application form to:**  E-mail address: [lincolnshire-pcc@lincs.police.uk](mailto:lincolnshire-pcc@lincs.police.uk)  Postal Address: FAO John King, Office of the Police and Crime Commissioner,  Police Headquarters, Deepdale lane, Nettleham, Nr Lincoln LN2 2LT |

**Equal Opportunities**

The Office of the Police & Crime Commissioner is an equal opportunities employer, and this recruitment process will be guided by equal opportunities principles to ensure a volunteer workforce that is representative of our communities.

**Personal Data**

As part of the recruitment process, you will provide us with personal and special categories data. This information will only be used as part of the recruitment and appointment process. If you are unsuccessful at the shortlisting or interview stages, your data will be retained for no more than 12 months in accordance with our Retention Schedules (Section 5 refers), which can be found on our website: <https://lincolnshire-pcc.gov.uk/media/3757/schedules-v23.pdf>

If you are successful in interview your data will be shared with Lincolnshire Police to enable vetting to be carried out and to progress your application through to appointment.