|  |  |  |  |
| --- | --- | --- | --- |
| **Role title (as advertised):** | Positive Action Engagement Volunteer | | |
| **Location of vacancy:** | Bournemouth or Across County | **VAC No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DO NOT** leave any empty spaces when completing this form. Sections that do not apply to you should be clearly marked “N/A”. Failure to complete this form accurately will delay your application.  Application guidance can be found on page 9 onwards. | | | |
| **SECTION 1: PERSONAL DETAILS** | | | |
| Title |  | Surname |  |
| Forename |  | Previous surname(s) |  |
| Middle Name(s) |  | National Insurance No. |  |
| Country of birth |  | | |
| Full current home address |  | | |
| Postcode |  | Date of occupancy at this address (MM/YY) |  |
| **Preferred method of contact:**  Please notify us of any changes to these details as soon as possible. Ensure that any hyphens or underscores in your email address are easily distinguishable. The email address you provide will be our main method of contact. | | | |
| Email address |  | Mobile No. |  |
| Home No. |  | Other (i.e. work) |  |
| **SECTION 2: PARENT/ GUARDIAN DETAILS IF REQUIRED** | | | |
| If the applicant is under 18 years of age the consent of the applicant’s parent or guardian is required. | | | |
| Title |  | Surname |  |
| Forename |  | Previous surname(s) |  |
| Middle Name(s) |  | Relationship to applicant. |  |
| Full current home address |  | | |
| Postcode |  | Date of occupancy at this address (MM/YY) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2: EMPLOYMENT HISTORY** | | | |
| Please give details of any current and previous employment history for the last 12 months, starting with your most recent/current employment, use a continuation sheet if necessary.  For note this can include any volunteering roles. | | | |
| **Start date** | **End date (if applicable)** | **Company** | **Role** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Have you ever been dismissed from previous employment because of your conduct or capability? If so, please give details. | | | |
|  | | | |
| **SECTION 3: EDUCATION HISTORY** | | | |
| Please give details of your education history for the last 12 months, starting with your most recent/current. | | | |
| **Start date** | **End date (if applicable)** | **School/ College/ University** | **Studying** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **SECTION 4: About your** **Qualifications, Skills and Activities** |
| Please tell us about any skills or abilities or interests you have, e.g. language skills and any voluntary or community activities you have been involved with. Please keep your answers to the box**.** |
|  |

|  |
| --- |
| Please tell us about any qualifications you have, or are currently working towards, which will assist you with completing the activities that are included in the role profile. Use a continuation sheet if necessary. |
|  |

|  |
| --- |
| **SECTION 5: SUITABILITY FOR THE ROLE** |
| Please use the box below to explain in your own words why you wish to perform the role of Police Support Volunteer with Dorset Police. Please keep your answer within the box. |
|  |

|  |  |
| --- | --- |
| **Section 6: References** | |
| References are sought for a period of 12 months.  Please provide a reference from either your current/ previous employment or education  We ask you to provide referees who can speak to your experiences over the past 12 months. Please provide more than one referee to ensure comprehensive coverage of this period.  If you have not been employed or in education for the previous 12 months, please refer to section 6b. | |
| Company/ Educational institute |  |
| Contact name |  |
| Email |  |
| Telephone |  |
| Start date/ End date |  |
| Do you consent to us requesting a reference if successful to preferred applicant? | Yes  No |
|  | |
| Company/ Educational institute |  |
| Contact name |  |
| Email |  |
| Telephone |  |
| Start date/ End date |  |
| Do you consent to us requesting a reference if successful to preferred applicant? | Yes  No |
| **Section 6b: Personal Reference** | |
| References are sought for a period of 12 months.  Please provide a personal referee who is familiar with your activities and experiences from at least the past 12 months leading up to your application.  Please note this referee can note this can not be a family member or friend. | |
| Contact name |  |
| Email |  |
| Telephone |  |
| How does this person know you? |  |
| How long has this person known you? |  |
| Do you consent to us requesting a reference if successful to preferred applicant? | Yes  No |

|  |  |
| --- | --- |
| **SECTION 7: HEALTH & DISABILITY** | |
| The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to adjust the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so. | |
| Do you have a disability you wish us to know about at this stage? |  |
| Are you applying under the disability confident scheme? |  |
| In support of your application, please let us know if you believe there are any reasonable adjustments required to aid you:   * through the recruitment process * to perform the role you have applied for |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 8: DECLARATION** | | | | | |
| Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679). The most common way to provide this information is in a Privacy Notice which can be accessed by clicking here: [Dorset Police Privacy Notice](https://www.dorset.police.uk/news-information/legal-privacy/)  The Alliance Resourcing have a more detailed sub privacy notice which can be found by clicking here [Alliance Resourcing Privacy Notice](https://www.devon-cornwall.police.uk/media/971174/privacy_notice-resourcing_final.pdf) | | | | | |
| We need to advise you that we will be sharing your details with other departments within the Police; this will enable events/support to be arranged if applicable to your application.  **I** Choose an item.**allow you to share my details with a 3rd party (delete accordingly)**  Signature:       Date: | | | | | |
| I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I understand that:   * I must inform the recruitment office without delay of any change in my circumstances. * A Police Support Volunteer with the police force who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently have the opportunity to volunteer removed. * Any offer of appointment will be subject to satisfactory references and vetting and continued good conduct. * A member of a Police Force who has deliberately made any false statement or omitted information in connection with his or her application or appointment may subsequently be liable to discharge or misconduct proceedings. * The Chief Officer retains the right to reject any application without giving reasons. * The information I have provided may be held on manual filing and computer systems as part of the recruitment process. I understand this information may be shared by other police forces | | | | | |
| Signed | | Print Name | | Date | |
| **PARENT/ GUARDIAN DETAILS IF REQUIRED** | | | | | |
| If the applicant is below the age of 18, a Parent or Guardian is required to countersign the application form. By countersigning this, you are confirming the information included within this form is true to the best of your knowledge and that you consent for the person named above to volunteer with Dorset Police.  “I declare that all the statements in this application are true to the best of my knowledge and I believe that no relevant information has been withheld. I give consent for the person named above to act as a volunteer with Dorset Police” | | | | | |
| Signed | Print Name | | Relationship to applicant | | Date |

|  |
| --- |
| **Submitting your application**  Along with your completed application form, you will need to also complete and return the Equality Monitoring form (attached with the advert) as well as proof of identity. This includes a photograph of your driving licence or passport.  Completed applications, equality monitoring forms and ID should be emailed to  [DP-citizensinpolicingrecruitment@dorset.pnn.police.uk](mailto:DP-citizensinpolicingrecruitment@dorset.pnn.police.uk)  If you prefer to send you application via post, please return it to the address below:  **Volunteers Recruitment**  **Resourcing Department – Citizens in Policing**  **Devon and Cornwall Police Headquarters**  **Middlemoor**  **Exeter**  **EX2 7HQ**  If you have any queries, please contact Citizens in Policing Recruitment by email in the first instance to [DP-citizensinpolicingrecruitment@dorset.pnn.police.uk](mailto:DP-citizensinpolicingrecruitment@dorset.pnn.police.uk) or contact the Citizens in Policing team: [vol@dorset.pnn.police.uk](mailto:vol@dorset.pnn.police.uk)  Upon receipt of your application form an email acknowledgement will be sent, which will outline the next steps.  However, if you would like further information ahead of this please visit the visit our Force website where you will find an overview of the recruitment process. [Dorset Police Volunteer Recruitment Process](https://recruitment-dcp-dp.org/dorset-police-careers/dorset-volunteers/dorset-police-volunteers-how-to-apply/) |

|  |
| --- |
| **APPLICATION FORM GUIDANCE TO COMPLETE** |
| **SECTION 1: PERSONAL DETAILS**   1. Full Name: Provide your legal first name, middle name (if applicable), and last name exactly as they appear on your official documents. 2. Address: Street Address: Include your house/flat number and name, street name, and any necessary details. City/Town: Write the name of your city or town. Postal Code: Include the postal code that corresponds to your area.   Preferred method of contact   1. Email Address: Use a professional and regularly checked email address. Avoid using temporary or disposable email addresses. 2. Phone Number: Include the area code for landline numbers if applicable. Provide a working phone number where you can be reached. If you have multiple numbers, indicate the best one to use. 3. Alternate Phone Number (Optional): If you have a second phone number, you can provide it here. This could be a secondary contact number. |
| **SECTION 2: EMPLOYMENT HISTORY**   1. Chronological Order: List your employment history in chronological order, starting with your most recent or current job. This helps provide a clear overview of your work experience. 2. Start Date: Provide the month and year you started working at the company. 3. End Date: Provide the month and year you left the company. If the job is ongoing, write “Present” or “Ongoing.” 4. Organisation: Write the full name of the company or organisation you worked for. If it’s a well-known company, you can just use its common name. 5. Role: Indicate your job title or position at the organisation. Be accurate and specific. |
| **SECTION 3: EDUCATION HISTORY**   1. Chronological Order: List your education history in chronological order, starting with your most recent or current education. 2. Start Date: Provide the month and year you began your studies at the institution. 3. End Date: Provide the month and year you completed or are expected to complete your studies. If ongoing, write “Present” or “Ongoing.” 4. Name of Institution: Write the full name of the educational institution where you studied. If it’s a well-known institution, you can use its common name. 5. Degree or Certificate: Specify the degree, diploma, or certificate you earned. Include the field of study |
| **SECTION 4: About your Qualifications, Skills and Activities**   1. List any relevant qualifications, certifications, licenses, or training you’ve received that relate to the position you’re applying for. 2. 2. Include both technical and soft skills that are relevant to the position. Technical skills could include software proficiency, programming languages, tools, etc. Soft skills might include communication, teamwork, problem-solving, leadership, etc. Whenever possible, provide examples of how you’ve used these skills in previous roles or experiences. 3. Activities and Achievements: List extracurricular activities, volunteer work, or community involvement that showcase your abilities and character. Highlight accomplishments within these activities. 4. Be Honest: Represent your qualifications, skills, and activities accurately. It’s okay if you don’t have experience in every area; focus on what you genuinely bring to the table.   Remember that this section is an opportunity to showcase your strengths and align your experiences with the job you’re applying for. Tailoring your qualifications, skills, and activities to the role will help you stand out as a strong candidate. |
| **SECTION 5: SUITABILITY FOR THE ROLE**   1. Carefully read the role description, responsibilities, and requirements to understand what the employer is looking for. 2. Identify the key skills, qualities, and experiences you value. 3. Provide Specific Examples: Back up your claims with specific examples from your work, education, or other experiences. Describe situations where you demonstrated the skills or qualities they’re seeking. 4. Highlight Transferable Skills: 5. 5. Show Enthusiasm: Express genuine enthusiasm for the role and explain why you’re excited about the opportunity. 6. 7. Be Concise and Clear: Be clear and concise in your responses. Use clear language and avoid unnecessary jargon. 7. While highlighting your strengths, try not to repeat information already covered in your resume or other sections of the application. 8. If appropriate, mention aspects of the forces values that resonate with you and explain why you feel you’d be a good fit.   Remember that this section is your chance to demonstrate why you’re a strong fit for the role. Use it as an opportunity to showcase yourself. |
| **SECTION 6: REFERENCES**   1. Select Appropriate References: Choose individuals who can speak positively about your work, character, and abilities. Ideal references include former supervisors, managers, colleagues, professors, or mentors. 2. Ask for Permission: Before listing someone as a reference, always seek their permission. Let them know you’re applying for a position and ask if they’re comfortable being contacted. 3. Provide Accurate Contact Details: Include the full name, title, email address, and phone number of each reference. Double-check the accuracy of these details to ensure ther are no errors.   4. Professional Relationships: It’s best to provide references from professional relationships, such as work, internship, or academic settings. Avoid using family or friends as references.  6. Relationship Context: Briefly explain your relationship with each reference. For example, “Former supervisor at Company X,” |
| **SECTION 7: HEALTH & DISABILITY**  Be honest. We want to ensure you have the right support to succeed throughout the recruitment process and within the role by ensuring you have the right support in place. |