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**VAC-**

**Application as a Police Support Volunteer**

**Devon & Cornwall Police**

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| **Title: e.g., Mr/Mrs/Ms/Dr** |  | |
| **Initials:** |  | |
| **Last Name:** |  | |
| **Do you currently work for Devon & Cornwall Police?** | No | Yes: **Force No**.: |

**The role you are applying for:**

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| --- | --- | --- |
| **Role title (as advertised):** |  | |
| **Location of vacancy:** |  | **VAC No:** |
| **Please let us know how you found out about this vacancy, for example: Facebook, Local Event/ Police Employee etc.** | | |
|  | | |

**To be completed by Devon and Cornwall Police:**

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| --- | --- | --- | --- | --- |
| **Application Successful?** | No  Yes | **Date & Time of Interview:** |  | |
| **Are reasonable adjustments required?** | No  Yes  If yes please see the form for details. | | | |
| **Offered a PSV Role?** | No  Yes | **Volunteer Buddy Name** | |  |
| **Force Number** | |  |

# About Completing the Application Form

* You should complete all sections of this form yourself, either in type-face or black ink.
* If necessary, use continuation pages where allowed. On the top each continuation sheet put your name and the question that the sheet refers to.
* Sections which do not apply to you should be clearly marked N/A.
* Please make sure you also **complete and return the EQUALITY MONITORING FORM with your completed Application (this is found attached to the advert**).

**Data Security**

We will take all reasonable steps to ensure the security of your personal data. However, we must remind you that external e-mail is an unsecure medium. If you choose to send the completed form to us electronically you do so at your own risk. You may prefer to print the completed form and post or hand deliver it to us.

**Eligibility and Guidance**

Before you proceed with your application, please check that you meet all the following criteria to ensure that you are eligible to apply to become a Police Support Volunteer.

## Age

* You must be 16 years of age or over at the time of applying.
* Some roles require you to be 17 or 18 years of age or over, please refer to the advert for details.
* Applicants below the age of 18 must have their forms countersigned by a parent or guardian.

## Ineligible Occupations and Activities

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| You cannot be considered for appointment as a support volunteer if there would be a significant chance that this could lead to a conflict of interest. A conflict of interest may result in compromising the obligations of being a Police Support Volunteer and your effectiveness in your professional life, or any other voluntary role you perform. It is important to minimise the risk that support volunteers might be encouraged to abuse their position within the police service and for this reason an application **may** be refused if you are: |

* A Police and Crime Commissioner employee.
* A Magistrate, Clerk to the Justices or a Clerk to the Courts.
* A Probation Officer, Bailiff or Warrant Officer.
* A Liquor Licence holder or Licensed Premises manager – or your spouse is.
* A Licencee of betting or gaming establishments.
* A Private Detective or Enquiry Agent.
* A Security Officer, Security Guard or you work as Door Staff.
* A Custody Officer or Custody Escort Officer.
* A Serving member of HM Forces.

**Please let us know if you have any questions about your eligibility.**

# Personal Details

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| --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | |
| **Current Last Name:** | | | |  | |
| **Previous Last Name(s) if applicable:** | | | |  | |
| **First Name(s):** | | | |  | |
| **Title (e.g., Mr / Mrs / Miss/ Ms / Dr):** | | | |  | |
| **Current Address:** | | | | | |
|  | | | | | |
| **Postcode:** |  | | **Date of Occupancy:** | |  |
| **Telephone (home) including area code:** | |  | | | |
| **Mobile:** | |  | | | |
| **Email:** | |  | | | |
| **Date of birth:** | |  | | | |
| **Town of birth:** | |  | | | |
| **Country of birth:** | |  | | | |
| **National Insurance Number:** | |  | | | |

**Parent/Guardian Details if Required**

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| --- | --- | --- | --- | --- | --- |
| **If the applicant is under 18 years of age the consent of the applicant’s parent or guardian is required.**  **Please complete the parent or guardian details below.**  **If not applicable please enter N/A in the section for Last Name.** | | | | | |
| **Current Last Name:** | | |  | | |
| **Previous Last Name(s) if applicable:** | | |  | | |
| **First Name(s):** | | |  | | |
| **Title (e.g., Mr / Mrs / Miss/ Ms / Dr):** | | |  | | |
| **Current Address:** | | | | | |
|  | | | | | |
| **Postcode:** |  | | | **Date of Occupancy:** |  |
| **Telephone – (Home**  **including area code)** | |  | | | |
| **Mobile:** | |  | | | |
| **Email:** | |  | | | |
| **Place of Birth:** | |  | | | |
| **Date of Birth:** | |  | | **Age:** |  |
| **Relationship to**  **Applicant:** | |  | | | |

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| **General Data Protection Regulations 2018** |
| In line with the General Data Protection Regulations 2018 your details are used as per the Alliance Resourcing 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) To access the Forces full Privacy Notice please click here: [Devon and Cornwall Police Privacy Notice](https://www.devon-cornwall.police.uk/your-right-to-information/data-protection-requests/information-charter-privacy-notice-fair-processing/). If you require a print copy please request this by calling the Resourcing Team on 01392 225900 Option 1. |

## Nationality

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| **In order to be eligible to apply as a Police Support Volunteer you must be either:** | | |
| * A British citizen or a member of the EC/EEA. * Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply. | | |
| What is your nationality? |  | |
| For roles requiring vetting you will need to have been resident in the UK for at least the last three years.  Have you been a permanent UK resident for the last 3 years? | | Yes  No |
| If you are a Commonwealth citizen or a foreign national is your stay in the UK free of restrictions? | | Yes  No  N/A |
| If you are a Commonwealth citizen or a foreign national, you must include a colour copy of your Passport which shows that your stay in the UK is free of restrictions. Is a photocopy of your passport included with your application? | | Yes  No  N/A |

## Employment History

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| **Please give details of any current and previous employment history for the last 5 years, starting with your most recent/current employment, use a continuation sheet if necessary.** | | | |
| **Dates of service**  **From/to** | **Company** | **Role** | **Skills required for the role** |
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## Previous Service with a Police Force

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| **Please give details of any previous service, or current applications, with any police force, for example, as a police officer, special constable, police community support officer, police staff or cadet.** | | | |
| **Dates of service or application**  **From/to** | **Force** | **Role** | **Reason for leaving/ Result of application** |
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**About your Skills and Activities**

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| **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.** |
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**About Your Qualifications**

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| **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.** |
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**Suitability For the Role**

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| **Please use the box below to explain in your own words why you wish to perform the role of Police Support Volunteer with Devon and Cornwall Police, and what you hope to gain from the experience. Please keep your answer within the box.** |
|  |

**References**

|  |  |
| --- | --- |
| **Please provide one or two referee’s contact details, including the person’s name, address and if possible email address and a contact telephone number so we can obtain at least one reference. We cannot progress your application without this information.** | |
| **Employment Reference**  **Company:**  **Contact Name:**  **Email:**  **Telephone:**  **Address:**  **Employment From:**  **To:** | **Personal Reference**  Name:  Email:  Telephone:  Address:  How does this person know you  How long has this person known you? |

## Disability

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| **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 make adjustments to 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, including any learning difficulty such as dyslexia? | Yes  No |
| In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application. A reasonable adjustment could be an adjustable desk or chair; orthopaedic keyboard; induction loop facilities etc.  **Are there any reasonable adjustments that are required for you to fulfil this role?** | Yes  No |
| **Please provide any reasonable adjustments you require below, please use a continuation sheet if necessary:** | |

**Driving Licence**

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| **Do you hold a current full driving licence?** | Yes  No |
| **If yes, when did you obtain your licence?** |  |
| **If yes, which categories are you licenced to drive?** |  |

**Declaration**

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| **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 to 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.** * **If I am appointed my fingerprints and a sample of my DNA may be taken and held on record for elimination purposes.** * **The Chief Constable 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.** * **I am not a member of the BNP or similar organisation whose aims, objectives or pronouncements may contradict the duty to promote race equality.** | | | |
| **Signature:** |  | | |
| **Print Name:** |  | **Date:** |  |
| **Parent / Guardian** | | | |
| **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 Devon & Cornwall 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 Devon and Cornwall Police”** | | | |
| **Print Name:** |  | **Signature** |  |
| **Relationship to Applicant** |  | **Date** |  |

**Next Steps**

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| **When we receive your application it will be reviewed by a member of the Citizens in Policing team. Following review, if your application is suitable:** |
| * You will be invited to an informal interview with the Citizens in Policing Development Officer for the area. You will be given details of the types of ID to bring with you to the interview. * If you are successful at interview, your application form and right to work documents will be sent to our Citizens in Policing Recruitment Team by the Development Officer, along with the photograph for your ID (taken at informal interview stage). * If your role requires vetting our Citizens in Policing Recruitment Team will send you a Vetting Form for you to complete. **The Vetting Form will ask you to provide information around you, your relatives, criminal convictions & financial position.** Convictions or cautions will not necessarily preclude you from being appointed, it will depend on the nature and the circumstances of the offence. However, failure to disclose convictions or cautions will result in your application being terminated. * Vetting usually takes between 4 – 6 weeks. If you have any concerns, please do not hesitate to contact the Recruitment Team. If we have any concerns at this stage, or require further information, our Force Vetting Unit will make direct contact with you. * On successful completion of the vetting process, our Recruitment Team will be in touch to notify you that you have been successful and provide you with your Force Identification Number. * Your local Citizens in Policing Development Officer will contact with you to arrange a role specific induction and plan your first duty. |

**Submitting Your Application**

**Please also complete the Equality Monitoring form attached with the advert and return with your completed Application form.**

Completed Application, and Equality Monitoring forms should be emailed to:

[DCP-citizensinpolicingrecruitment@devonandcornwall.pnn.police.uk](mailto:DCP-citizensinpolicingrecruitment@devonandcornwall.pnn.police.uk)

If you prefer not to send you application electronically, please return it to

**Citizens in Policing Recruitment**

**Devon and Cornwall Police Headquarters**

**Homer House**

**Middlemoor**

**Exeter**

**EX2 7HQ**