

**Talent Acquisition & Succession Planning (TAS)
HR Operations | Avon and Somerset Constabulary**

Concorde House, Harlequin Office Park, Fieldfare, Emersons Green, Bristol, BS16 7FN

Telephone: 01278 648647

Email: michel.yeates@avonandsomerset.pnn.police.uk

Office Hours 0800hrs – 1600hrs (Monday-Wednesday)

Volunteering
Scheme

Date:

Dear Sir / Madam

Thank you for your interest in volunteering with the Avon and Somerset Constabulary.

Would you please kindly complete the enclosed application and vetting forms including 2 passport style/size photos attached and return them to:

**Michel Yeates (Mrs), Talent Acquisition & Succession Planning, HR Operations,
Avon and Somerset Constabulary, Harlequin Office Park, Fieldfare, Emersons
Green, Bristol, BS16 7FN.**

Please supply an email address, if you have one. This offers us another way to contact you. Also make it clear what volunteering opportunity you are interested in and the location you want to volunteer at ideally. We may not always be able to accommodate your wishes but we will try our best.

Foreign nationality is not an automatic bar to volunteering or to granting vetting clearance. However, the Force Vetting Officer will require adequate residency and background checks to be conducted for a period of 3 years preceding the application in order to make an informed decision.

We are unable to pay excess postage on items received, would you therefore please ensure the correct amount is paid, otherwise your application will not be accepted.

If you have any support needs during the application or interview process, you should let us know so that we can make reasonable adjustments to assist you. Please be assured that this information will be treated in the strictest confidence.

Yours sincerely

**Michel Yeates
Talent Acquisition & Succession Planning (TAS) Assistant**



AVON AND SOMERSET CONSTABULARY VOLUNTEER APPLICATION FORM

The Avon and Somerset Constabulary have a vetting policy in compliance with the National Vetting Policy for the Police Community 2010. This is to ensure the integrity of all volunteers, to maintain the security of the assets we hold, and to give confidence, and assurance to the general public.

All volunteers are required to complete this form in full and have a police check before they are accepted. Some of the information supplied on this form will be held on computer while you are a volunteer with Avon and Somerset Constabulary. It will be assumed by the constabulary that you have obtained the permission of the persons named in this application for checks to be conducted on them.

Please complete this form in blue/black ink and write as clearly as you can.

Delays will be caused where the information supplied is not clear, or questions are not answered fully.

1. Personal Details				
Full Name (including title):				
Address: <i>House name/number Street, Town, County & Postcode</i>				
Date of birth				
National Insurance number				
Telephone Nos. – Daytime:	Evening:		Mobile:	
Do you require a work permit?	YES		NO	
Email Address:				

2. Opportunity applied for	
District:	
Police Station:	
Opportunity:	
First available start date:	
Days / Hours available:	

3. Special Requirements		
Do you have any special requirements that need to be taken into account (e.g. Access requirements, etc.)?	YES	NO
If YES please give details:		

4. Present Employment Status

Please tick the description which best describes your present situation with details:

Student	Unemployed	Retired	Employed	Other

5. Work Experience

Please give details of any paid or voluntary work experience relevant to opportunity for which you are applying:

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Continue on a separate sheet if needed

Are you or have you ever been employed or volunteered for the police previously e.g. as a police officer, member of support staff, volunteer, cadet or Special Constable (including for another force)?	YES	NO
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If yes, please provide details of which force **and** the last role you undertook:

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6. Your Skills		
Do you hold a current, clean driving licence?	YES	NO
Do you speak any languages other than English?	YES	NO
If YES please state which language/s		
<p>Please give details of skills which you possess that you believe would be of use to the Police (e.g. computing, people skills, etc).</p>		

7. References		
<p>Give the names and full contact details of 2 people (NOT relatives or close friends), whom you have known for at least TWO years, who are prepared to vouch for your character and recommend you.</p>		
	Reference 1	Reference 2
Name:		
Address:		
Post Code:		
Tel No:		
Mobile No:		
E-mail address:		
How do you know this person?		
How long have you known this person?		

8. Police Barred and Advisory Lists		
Are you currently on The Police Barred and Advisory List	YES	NO
<p>If yes please enter the date you were placed on the list and the duration:</p>		

9. Any other comments in support of your application

10. Declaration

I declare that I have read and understood the questions set out in the application.

I declare that the information I have given in this application is true to the best of my knowledge and belief.

I understand that it will be assumed by the police that I have informed the persons named in this application that their details have been submitted as part of my vetting process.

I understand that I may be required to see the Force Medical Advisor if this is considered necessary.

I am aware that this application to Volunteer is subject to a police record checks and I consent to such checks being performed on the details I have provided in this application. I understand that it may not be possible to disclose the reasons should my application be unsuccessful.

Signature of Applicant:..... **Date:**.....

Data Protection Act 1998

Please note that the information supplied on this form may be held and that the enquiries made in processing this form may include reference to personal data held on police computer or manual files.

The Chief Constable retains the right to reject any application without giving a reason.

EQUAL OPPORTUNITIES MONITORING FORM

The Police Service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying and victimisation.
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, disability, creed or religion.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section is voluntary; the information will help us to ensure equality of opportunity.

This information forms no part of the transfer process. It will be detached from your form on receipt.

AGE:

- 16-24
- 25-35
- 36-45
- 46-55
- 56+

SEXUAL ORIENTATION:

- Bisexual
- Gay/ Lesbian
- Heterosexual
- Prefer not to say

GENDER:

- Male
- Female

DISABILITY:

- Yes
- No

ETHNIC ORIGIN:

White

- British
- Irish
- Any other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Chinese or other

- Chinese
- Any other (please specify)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

RELIGIOUS BELIEF/FAITH:

- Buddhist
- Jewish
- Christian (state denomination if you wish)
- Muslim
- Hindu
- Sikh
- None
- Prefer not to say
- Other (please state)

VACANCY:

In order to monitor the effectiveness of our advertising please answer the following: How did you hear about the vacancy?

- Friend/Relative
- Job Centre/Employment Agency
- Internet
- Newspaper (please indicate publication)
- Intranet
- Other (please give details)

RESTRICTED WHEN COMPLETE

1. The Avon and Somerset Constabulary has adopted a policy of Equal Opportunities for all its employees. Our aim is to ensure that we treat everyone fairly. We are developing a range of policies, practices and procedures, together with an extensive training package involving all our staff that will help us to achieve this objective
2. A very important aspect of achieving success in eliminating discriminatory practices is an ability by management to monitor the effectiveness of our Equal Opportunities policies. There is no other effective way of knowing the nature and extent of any inequalities that may exist.
3. The Equality Act 2010 replaces previous legislation prohibiting discrimination on the grounds of gender, marital status, race, age and disability.
4. The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. People who have a disability and people who have a disability, but no longer have one are covered by the Act.
5. The collecting and analysing of data relating to these areas enables the Avon and Somerset Constabulary, as an employer, not only to pinpoint where action is needed, but also to see what effect that action taken has had.
6. To this end, it is our intention to obtain information on the age, sexual orientation, gender, disability and ethnic origin of ALL staff and job applicants for monitoring purposes.
7. In this way we will be able to examine the distribution of employees across the organisation and the success rate of applications/candidates for jobs, training and promotion opportunities. We need to establish that our Equal Opportunities policies are working for ALL employees and job applicants regardless of age, sexual orientation, gender, disability and ethnic origin.
8. The ethnic monitoring classifications shown overleaf are those used in the 2001 census.
9. We are currently examining the provision of better access to all our police buildings in relation to persons suffering from a physical disability. It will be helpful for us to ascertain accurate information about any difficulties staff may be encountering. If you have encountered any difficulties concerning this, please complete the questions overleaf regarding disability and access.
10. This data will be treated in the strictest confidence and will be safeguarded by the Recruitment Team. Staff may be absolutely assured that they have the right to access to the record to check that the 'self-classification' has been correctly recorded, or to have the record amended at any time if the individual considers it appropriate. Once the information provided has been collated the monitoring form will be destroyed.
11. If you have any difficulties or queries about any aspect of the monitoring form, please do not hesitate to contact the Recruitment Team of the Avon and Somerset Constabulary on 01275 816170.

RESTRICTED WHEN COMPLETE

Applicant(Please use **BLOCK** capitals)

A V O N A N D S O M E R S E T C O N S T A B U L A R Y



Photograph

Application Form - (NPPV(2)) for **Non-Police Personnel Vetting**

(Consultants / Auditors / IAG Members / Custody Visitors)

This form is for applicants who will require occasional, unsupervised access to police premises and sensitive information held by the Force.

The Avon and Somerset Constabulary have a vetting policy in compliance with the National Vetting Policy for the police community. The process is conducted to protect the information held by the constabulary. Vetting is conducted on all persons named on this form to identify any possible compromises where a conflict of interest could occur, or assets are put at risk.

These policies set out recommended practices and procedures to ensure the staff working within the police environment maintain the integrity of our systems and the confidence of the public. This police vetting is an on-going process throughout a person's career and any changes to the information supplied for vetting should be notified to the Force Vetting Officer who can elect to conduct a renewal.

The decision to grant or refuse a vetting clearance is made against a number of criteria which is specified in the National Policy and can include convictions, cautions, or fixed penalty notices. Convictions are never SPENT for police vetting purposes. There is an expectation that applicants will answer the questions honestly as integrity is an important factor.

Any infringement of an individual's rights under the Data Protection Act 1998 or Articles 8 & 14 of the Human Rights Act will only be that which is necessary and proportionate and not excessive.

FOR OFFICIAL USE BY THE CONSTABULARY STAFF ONLY

Department making the request: In order for you to be informed of the result by returning this form to you, **please complete YOUR details below before sending this form to the Force Vetting Unit.**

Department

Location

Contact person

Tel no

Start date / /

Estimated end date

Reason for visit

Where working

Applicant:

Question 1: Applicant's details

Please use **BLOCK** capitals

Family name:

Maiden name/other family names used:

Forenames in full:

Date of birth: / /

Place of birth:

Nationality:

National insurance number:

Applicant's contact telephone details:

Full permanent address:

Postcode:

This address since: / /

Any other addresses during the last 5 years, showing dates:

1)

From:

To:

2)

From:

To:

3)

From:

To:

4)

From:

To:

Question 2: Your current employer / agency / organisation etc

Company / Organisation / Agency name and address:

Contact person:

Tel no:

Applicant:

Question 3: Others residing with Applicant (over 10 years old)

Relationship to applicant (partner/daughter/son/ lodger etc.)	Full name (including any previous last names)	Date and place of birth
		Date: Place:
		Date: Place:
		Date: Place:
		Date: Place:
		Date: Place:
		Date: Place:
		Date: Place:
		Date: Place:

Question 4: Previous convictions for Applicant

<p>Have you ever been subject to a reprimand, warning, caution, or conviction of any crime, or convicted of any traffic offence, or issued with a penalty notice, or granted an absolute discharge, civil or military, or <u>involved in any criminal investigation?</u></p> <p>Please note that SPENT convictions must be included for police vetting.</p> <p>Yes No</p> <p>If you have answered YES please give details below</p>

Details of disclosure relating to Question 4

Dates	Court(s)	Offences and results/investigation

Applicant:

Question 5: Finance

Have you or your partner:

- a) Ever been declared bankrupt? YES NO
- b) Been subject to an adverse County Court Judgement (CCJ)? YES NO
- c) Been party to a voluntary agreement registered with the County Court? YES NO
- d) Had repossession proceedings commenced against you? YES NO
- e) Been party to an Individual Voluntary Agreement (IVA) / Debt Management Programme or Agreement? YES NO

If you have answered YES to any of the above please give details below

Financial details relating to Question 5

Date	Details

Question 6: Additional comments / information (if applicable)

Applicant:

Declaration by Applicant:

I declare that I have read and understood the questions set out in this application and that I have answered them truthfully to the best of my knowledge and belief.

I understand that if I have knowingly made a false statement, or a deliberate omission to the information I have supplied, I may be disqualified from receiving a vetting clearance.

I accept that the National Police Vetting Policy states that to be granted a clearance, meaningful checks and enquiries must be conducted and satisfied for a minimum of 3 years prior to recruitment. Exceptions will apply where the Force Vetting Officer (FVO) considers it appropriate and a Risk Assessment is conducted.

I understand that a credit rating check will be made on me to identify any possible areas of vulnerability.

I understand that vetting is an ongoing process and I undertake to notify the FVO of any material changes to the information I have disclosed on this form ie convictions, change of address etc.

The information provided for vetting will be treated in confidence but no immunity can be granted in respect of discipline or criminal matters revealed during the process, where such issues can be disclosed.

The Chief Constable reserves the right to refuse a vetting clearance without giving the reason and there is no automatic right of appeal.

Proof of identity can be requested at any time whilst staff are on police premises and the Avon and Somerset Constabulary retain the right to remove or refuse access.

Signed:.....Date:.....