

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

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

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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

### Explanatory Notes

The information required in this application is to allow the Chief Constable of Avon and Somerset Constabulary to fulfil a statutory obligation to run an efficient and effective force. To meet this obligation, we must ensure that the staff and volunteers with access to sensitive data are trustworthy and unlikely to breach confidences.

Any infringement of an individual's right to respect for private and family life (European Convention on Human Rights, Article 8, and discrimination, Article 14), will only be that which is necessary, and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding the safety of the general public, the prevention of disorder and crime and in some cases National Security.

There will be full compliance with the principles of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA2018).


The information provided in this application will be treated in the strictest of confidence.

Note: Please complete using **BLACK** ink or type.

Should your answers exceed the allocated space, please use the continuation page that has been provided at the end of the form.

1. APPLICANT DETAILS			
<b>Title:</b>		<b>Address:</b>	
<b>Family Name:</b>			
<b>Forename(s):</b>			
<b>Previous Family Name:</b>		<b>Postcode:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>		<b>Home Telephone:</b>	
<b>National Insurance Number:</b>		<b>Work Telephone:</b>	
<b>E-Mail:</b>		<b>Mobile:</b>	

2. POLICE BARRED AND ADVISORY LISTS		
Are you currently on The Police Barred and Advisory List	Yes	No
If yes please enter the date you were placed on the list and the duration		

3. DISABILITY	
Avon and Somerset Constabulary will interview all applicants declaring a disability who meet the minimum essential short listing criteria for volunteer vacancies and consider them on their abilities. This information is only requested in order that appropriate arrangements can be made if you are selected for interview.	
	
Do you have any physical or mental impairment, which has a substantial long-term adverse effect on your ability to carry out your normal day-to-day activities?	
Equality Act 2010.	Yes                      No
If you require any assistance or reasonable adjustments if you are invited for testing and / or an interview, please do let us know and we will be pleased to discuss this with you and arrange suitable adjustments.	

**4. WORK PERMIT**

Do you require a work permit for employment in this country?	Yes	No
If 'Yes', do you have a current permit?	Yes	No
If you have a current permit, please indicate the expiry date?		

**5. If the applicant is under 18 years of age the consent of the applicant's Parent/Guardian is required. Please complete the below in relation to Parent/Guardian****DETAILS OF PARENT /GUARDIAN**

I hereby give permission for my son/daughter to apply to become a Police Support Volunteer. I understand that (unless otherwise arranged) I will be responsible for transporting them to and from their volunteering. I also understand that it is my responsibility to keep the organisation up to date with any changes to personal or medical information regarding my son/daughter.

Name:

Signature:

Date:

**6. OPPORTUNITY APPLIED FOR**

Police Station / Area

Volunteer Opportunity

Days / hours available

**7. PRESENT EMPLOYMENT STATUS**

Please tick the description which best describes your present situation.

Student

Unemployed

Retired

Employed

Other

Please provide details:

**8. PREVIOUS EMPLOYMENT/VOLUNTEERING WITH THE POLICE**

Are you or have you ever been employed or volunteered for the police (including for another Force)?

Police Officer

Police Staff

Volunteer

Special Constable

Cadet

If YES, please provide details of which Force and the last role you undertook

Do you have any family members or relationships / friendships that are relevant to the role you are applying for?

**YES****NO**

If YES, please use the space below to declare these:

**9. EXPERIENCE**

Please give details of any experience, skills, or training, which you feel would be relevant to your volunteering role with the Avon and Somerset Constabulary.

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**10. YOUR SKILLS**

Do you hold a current, clean driving licence? (if relevant to the role)

Yes

No

N/A

**11. PERSONAL QUALITIES**

Please use the space below to make a statement about your personal qualities and experience, specifically in relation to the role you are applying for.

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**12. PLEASE ONLY ANSWER THE FOLLOWING QUESTION IF YOU ARE APPLYING FOR A ROLE INVOLVING OUR CADETS.**

Maintaining the safety of our cadets is a priority for the Constabulary. What is your knowledge / experience of safeguarding?

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**13. REFERENCES**

Please supply the name, address and telephone number of two referees (NOT relatives or close friends), whom you have known for at least TWO years, who are prepare to confirm the suitability of your character and recommend you.

Name:		Name:	
Position/Relationship:		Position/Relationship:	
Address:			
Postcode:		Postcode:	
E-mail Address:		E-mail Address:	
Telephone Number:		Telephone Number:	
How long have you known this person:		How long have you known this person:	

**14. ARE THERE ANY OTHER COMMENTS YOU WISH TO ADD IN SUPPORT OF YOUR APPLICATION**

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## 15. DECLARATION

*Please read the declaration below and mark the box to confirm your agreement.*

Avon and Somerset Constabulary is fully committed to the safeguarding and promotion of welfare of children and young people. Avon and Somerset Constabulary expects all our staff and volunteers to share this commitment. We require all applicants for relevant roles e.g. Cadet Leader to undertake an enhanced Disclosure and Barring check.

I am aware that this application to volunteer may be subject to police disclosure checks and I consent to such checks being performed on the details I have provided in this application. This will include information provided for vetting purposes. I understand that consent can be withdrawn at any time in accordance with the conditions set by the General Data Protection Regulations. I am advised that it may not be possible to disclose the reasons should my application be unsuccessful.

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

I declare that the information I have provided is true and complete to the best of my knowledge and belief.

I understand that if I have knowingly made a false statement or a deliberate omission in the information I have provided in this form, I may be disqualified from this application or could be dismissed. Such deliberate actions by me could result in a criminal investigation.

Signature

Date

Declaration agreed

### **General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA2018)**

Your personal information will be processed by Avon and Somerset constabulary in accordance with the conditions and principles as provided by the above legislation.

For more information regarding your rights and on how we process your personal information please visit the link below;

<https://www.avonandsomerset.police.uk/privacy>

If you are unable to access this information online we will be happy to provide you with a hard copy on request.

Continuation Space

# 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 selection 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
- Transgender

## 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

### DO YOU SPEAK ANY OTHER LANGUAGE

- Yes
  - No
- (please specify)

## 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
- Avon and Somerset Recruitment Page
- Contact Cards
- Intranet
- Facebook
- Twitter
- Linked In
- Professional website / publication
- Other (please give details)

**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 GDPR/Data Protection Act 2018 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:



<b>Applicant:</b>
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**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><b>If you have answered YES please give details below</b></p>
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**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:.....

