

Guidance notes for the completion of this application Form

Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

You should read these notes carefully before you complete the form. You may find it helpful to do a rough draft first.

You might also find it helpful to retain a copy of your completed application to refer to later.

Please provide details (if any) of any special requirements you may need at the informal interview stage.

This form and other job details are available in Welsh, large print and Braille on request. If you are prevented through impairment from completing this form, an application will be accepted which has been completed on your behalf or in oral form on audio cassette.

Note 1 Personal Details

Applicants for the role of a Police Support Volunteer within the police service must undergo thorough screening. Please list all surnames by which you have been known, including your name at birth.

To join the Police Support Volunteer Scheme you must be at least 16 years of age. There is no upper age limit although applicants must be in good health to be able to perform the role of the Police Support Volunteer, you will need to be reasonably fit and in good health.

Note 2 Nationality

To be eligible for appointment you must be a British citizen or a member of the EC or other states in the EEA (Iceland, Norway, Liechtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions.

If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK.

Note 3 Convictions and cautions: you and your family

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions will, however, result in your application being terminated.

You must declare all convictions for any past offences, formal cautions by the police (including cautions as a juvenile, i.e. under 18 years) and any bind-overs imposed by any court. You should include traffic convictions such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences and any appearances before a court martial.

You must also declare any charge or summons currently outstanding against you.

You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975) or any involvement with civil, military or transport police.

You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).

Some applicants do not declare information which they believe is no longer held on record. However our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against your family. **You must advise them that these enquiries will be made.** The police service cannot disclose the results of these enquiries to you.

Note 4 Tattoos

Tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to the police service. It depends on their size, nature and location, and sometimes on the extent.

If you have tattoos on your face, neck, forearms, or hands, you should describe their nature, words used, extent, size and location.

Tattoos are not acceptable if they:

- Undermine the dignity and authority of the office of Police Support Volunteer
- Could cause offence to members of the public or colleagues and/or invite provocation
- Are garish or numerous or particularly prominent
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community
- Indicate alignment with a particular group which could give offence to members of the public or colleagues
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Note 5 Membership of BNP or similar

The police service has a policy of prohibiting any of their officers, staff or Police Support Volunteers from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality. If you are, or have been a member of the BNP or similar your application may be rejected.

Note 6 Health and disability

Applicants must be in good health, of sound constitution and able both physically and mentally to perform the role of a Police Support Volunteer once accepted.

Police Support Volunteers are covered by the Disability Discrimination Act. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability and details of any reasonable adjustment you think you may need to undertake the assessment process and the role of a Police Support Volunteer. Disability is defined as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”.

Note 7 Business Interests

Unless the Chief Officer decides otherwise, you will not normally be eligible for appointment as a Police Support Volunteer if you have any of the following business interests:

- You hold any office or employment for hire or gain or you carry on any business.
- Your spouse or any other relative living with you keeps a shop or similar in the area of the police force in question.
- You, your spouse or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.

However the Chief Officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

Note 8 Financial position

Police Support Volunteers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, undischarged student or other loans, and credit/store debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged County Court Judgements may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.

Note 9 Employment

You are asked to provide details of paid or voluntary work experience covering at least the last 10 years. Include full-time and part-time work and answer the questions in each of the columns.

References:

Give the names, addresses and telephone numbers of two referees and include the position they hold and telephone number if known. These should preferably be two employers and should include your current employer (or most recent employer, if you are currently unemployed). Personal references should only be given if you have not been employed or are self employed. References will always be taken from HM Services and from other police forces, covering performance, conduct and absence.

Note 10 Education and skills

Qualifications are not a requirement for appointment but for training and development purposes you may be required to produce examination certificates if recommended for appointment. If you are still in, or have recently left, full-time education, we may also ask for a reference from the relevant institution

POLICE SUPPORT VOLUNTEER APPLICATION FORM

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It is essential that you read all the guidance notes. You should complete all sections of this form in person, either in black ink or type-face. Use continuation pages only where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections which do not apply to you should be clearly marked N/A.

DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Police Support Volunteer Scheme and may be shared by other forces in the United Kingdom in respect of any recruitment applications you make.

SECTION 1 ABOUT YOU

Personal details (See note 1)	
Surname(s)	Surname at Birth <i>(if different)</i>
Forename (s)	Title <i>(Mr, Ms, Mrs, Miss, Dr)</i>
Date of Birth	Age
Town and Country of Birth	
Current Address	
Postcode	Date of Occupancy
Email Address <i>(if applicable)</i>	
Telephone numbers <i>(including area code)</i>	Home
	Mobile
	Work <i>(if convenient)</i>
National Insurance Number	
Passport Number	

South Wales Police recognises its statutory obligations under the Disability Discrimination Act 1995 to ensure that no person is treated less favourably for a reason related to their disability. We welcome applications from people with disabilities and we will make every effort to make reasonable adjustments if required.	
Do you have a disability you wish us to know about at this stage? (see note 6 for definition)	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 role or assist with your application.	

Nationality (See note 2)

What is your nationality?

If a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

YES NO

If A Commonwealth citizen or a foreign national, you must include a copy of your Passport or other evidence of nationality which shows that your stay in the UK is free of restrictions.

Photocopy of passport/documentation enclosed?

YES NO

Convictions and cautions (It is important you read note 3 before you complete this section)

Have you ever been convicted for any offence or had formal cautions by police for any offence or any bind-overs imposed by any Court?

(Include traffic convictions and appearances before a court martial and any cautions as a juvenile).

YES NO

If you have answered YES, please enter details below

Date <i>(most recent first)</i>	Offence/ Alleged offence	Result (if known)	Court/Police Station involved
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Have you ever been involved in a criminal investigation *(whether or not this led to any prosecution)* Or been associated with criminals?

YES NO

If YES please give details below

Tattoos (See note 4)

Do you have any tattoos on your hands, neck, forearms or face?

YES NO

If YES, describe their nature and locations.

Membership of BNP or similar (See note 5)

Are you or have you ever been a member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality?

YES NO

Business interests (See note 7)

Unless otherwise stated, complete these questions in respect of the last six years.

Do you currently have any job or business interest which you intend to continue should you become a Police Support Volunteer? Yes No

If YES, please state the nature of this job or business and the extent of your involvement (*e.g. actively involved, non-executive director*).
Include hours spent on it.

Do you or your spouse/civil partner/partner or any relative living with you own or run a shop or business which requires a licence (*e.g. liquor, gaming, refreshment house or entertainment*)?

Yes No

If YES, please give full details.

Financial position (See note 8)

Unless otherwise stated, complete these questions in respect of the last six years

	YES	NO	Details (<i>including dates</i>)
Have you had a loan arrangement terminated by a bank/building society/finance house/other?	<input type="checkbox"/>	<input type="checkbox"/>	

Have you had a credit/charge/store or cheque card withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, have your bankruptcy debts been discharged?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any Court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been party to a voluntary agreement registered with the County Court?	<input type="checkbox"/>	<input type="checkbox"/>
Has a County Court/Tribunal Judgement been made against you? *	<input type="checkbox"/>	<input type="checkbox"/>
If YES, has this been cleared?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you consolidated all your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>
* If applicable, please provide a Certificate of Satisfaction		

<i>Previous Addresses</i>

Please give all addresses at which you have lived over the last five years. **Start with the most recent. Do not include your current address.** Continue on a separate sheet if necessary and attach to this page.

Full Address, approximate dates
(include postcode, if known) from (month/year) to (month/year)

	From	To
Address 1:		
Address 2:		
Address 3:		

About your family (See note 3)

Please tell us about your family (wherever they live), and any other adults living at your address. Continue on a separate sheet if necessary and attach it to this page. **Please complete all sections or your application will be delayed.**

Relationship to you <i>(delete as appropriate)</i>	Full name <i>(include previous surnames and name at birth, if different)</i>	Full address <i>(including postcode, if known)</i>
Yourself Date and place of birth		
Your spouse/civil partner or partner Date and place of birth		
Your father Date and place of birth		
Your stepfather or mother's partner Date and place of birth		
Your mother Date and place of birth		
Your stepmother or father's partner Date and place of birth		
Your brother or sister <i>(Full/half/step etc.)</i> Date and place of birth		
Your brother or sister <i>(Full/half/step etc.)</i> Date and place of birth		
Your brother or sister <i>(Full/half/step etc.)</i> Date and place of birth		
Your brother or sister <i>(Full/half/step etc.)</i> Date and place of birth		
Your spouse's/civil partner's or partner's Mother/stepmother etc. Date and place of birth		
Your spouse's/civil partner's or partner's Father/stepfather etc. Date and place of birth		
Your child/child of civil partner/partner <i>(only state if aged 10+)</i> Date and place of birth		
Your child/child of civil partner/partner <i>(only state if aged 10+)</i> Date and place of birth		
Your child/child of civil partner/partner <i>(only state if aged 10+)</i> Date and place of birth		
Your child/child of civil partner/partner <i>(only state if aged 10+)</i> Date and place of birth		
Other adults living at your address <i>(e.g. lodger)</i> Date and place of birth		

SECTION 2 ABOUT ANY PAID OR VOLUNTARY WORK EXPERIENCE

Present or most recent work or volunteering experience (See note 9)

Name, address and telephone of present or most recent employer /volunteer supervisor	Position held, date started and date left (<i>if applicable</i>)	Reason for leaving/ wanting to leave
<p>If you are recommended for appointment we will contact this referee. However, it would be of assistance if we could contact this referee now.</p> <p>May we contact this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Previous work or volunteering experience (See note 9)

Start with the most recent. Continue on a separate sheet if necessary and attach to this page.

Name, address and nature of business (<i>including postcode and email, if known</i>)	Position held	Approximate date started and date left (<i>if applicable</i>)	Reason for leaving/wanting to leave

Please give names and addresses of two referees

Referee 1: Name	Referee 2: Name
Address	Address
Position held	Position held
Telephone	Telephone
May we contact this referee now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee now? Yes <input type="checkbox"/> No <input type="checkbox"/>

**I have served in the Royal Navy/Merchant Navy/Royal Air Force/Royal Marines/Army (circle as appropriate)
Other, please state:**

Service number	Rank/Rating
Commanding Officer	
Unit and Unit Address	Postcode
Telephone	Served From/to
Expected date of discharge	Reason for discharge
Are you liable for further service as a Reservist?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give details of reserve liabilities	

Previous applications to, or service with, a police force

i) Please give details of any previous service in any police force, for example, as Police Officer, Special Constable, Police Staff or Cadet.			
Dates of service From/to (Month/year)	Force (Warrant) No.	Role	Reason for leaving
ii) Other than at i) please give details of any previous applications to any Police Force, for example as Constable, Special Constable or Police Staff.			
Month/year of application	Force	Post applied for	Result

SECTION 3 ABOUT YOUR EDUCATION AND SKILLS

Your Education (see note 10)

Please give details of schools, colleges, university or other institutions attended since the age of 14. Start with the most recent and work backwards. Continue on a separate sheet if necessary.

Name & Address of school/college/university	Attendance From / To	Full / Part-Time

Your qualifications and training

Please list all your qualifications including vocational and professional qualifications, short courses and relevant in-house training. Also include details of examinations/qualifications due to be taken. Start with the most recent. Continue on a separate sheet if necessary.

Examination type & Subject (e.g. GCSE Geography)	Date passed/due to be taken	Grade (e.g. Merit, 2:1, A*)

SECTION 4 *HOW CAN YOU HELP?*

Your skills

Why do you want to volunteer with South Wales Police? What would you like to gain from your volunteering experience? (Continue on a separate sheet if required)

Approximately how many hours per week are you able to volunteer?

2 4 6 8 Other, please specify

On which days can you make yourself available?

Monday/ Tuesday/ Wednesday/ Thursday/ Friday/ Saturday/ Sunday

When will you be available for Volunteering?

9.00am - 12 noon 12 noon - 5.00pm Evenings

Have you got any preference to where you would like to volunteer?

.....

Do you hold a current, driving licence? Yes/ No

Do you have your own transport? Yes/ No

What languages do you speak?

.....

Please give details of any skills you have which you feel will be of use to the Organisation (e.g. computing, dealing with people)

How did you hear about the South Wales Police Police Support Volunteer Scheme?

.....

SECTION 5 *DECLARATION*

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 Police Support Volunteer Team without delay of any change in my circumstances.
- Criminal conviction checks will be made against myself and my family members and I have informed them of this.
- Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
- Formal disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- Any offer of appointment will be subject to satisfactory references and vetting, continued good conduct and maintenance of fitness.
- A member of the SWP Police Support Volunteer scheme who has deliberately made any false statement or omitted information in connection with his or her appointment may subsequently be liable to 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.
- I am not and have never been a member of the BNP or similar organisation whose aims, objectives or pronouncements may contradict the duty to promote race equality.

Signature _____ Date _____

H1. Read through your completed application form carefully.

CHECKLIST

- Ensure it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.
- Failure to provide accurate and complete information may result in your application being delayed or rejected.
- If, after reading through the recruitment material, you have any remaining questions, please feel free to contact the Police Support Volunteer Team on 01656 306059.
- Remember to take a photocopy of your completed application form.

H 2. Before returning your application form please check you have done the following:

Have you included a telephone number at which you can be contacted?	<input type="checkbox"/>
If you are a Commonwealth citizen or a foreign national, have you included a photocopy of your passport or appropriate documentation with evidence that your stay here is not subject to restrictions?	<input type="checkbox"/>
Have you signed the declaration on this page?	<input type="checkbox"/>
If applicable, have you enclosed a Certificate of Satisfaction ?	<input type="checkbox"/>
Have you completed and enclosed the equal opportunities monitoring form?	<input type="checkbox"/>