

**INDEPENDENT CUSTODY VISITOR**

**APPLICATION FORM**

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| **GUIDANCE NOTES FOR APPLICANTS** |
| Before completing the application form, please carefully read the eligibility criteria along with the role description and person specification. To be considered for the role of Independent Custody Visitor (ICV), you will need to complete all of the sections of this application form numbered from 1 to 7. Once completed, send to**gemma.flint@notts.police.uk**before the deadline date. Please note; shortlisting will be based on information provided in sections 4 and 6.1. **Eligibility Criteria Questions**: Please confirm your eligibility **by ticking appropriate box** and addressing any questions about conflict of interest, immigration and other restrictions.
2. **Your Contact Details**: Please provide your full contact details. We have included a privacy statement to explain how we use your personal data including your name, address and email.
3. **Equality Monitoring Information**: This section will not be used in shortlisting but will help us in meeting our equality duties.
4. **Education, Employment and Volunteering History**: This section and your personal statement will be used to shortlist candidates. You will not be shortlisted without completing this section
5. **References**: You are required to provide two professional referees who are not related to you.
6. **Personal Statement:** Use the Role Description and Person Specification to guide your statement and to address the essential requirements of the role. You will not be shortlisted without completing this section.
7. **Declaration:** Remember to sign and date your application before sending it to us.

**PRIVACY STATEMENT****Please read the following privacy statement which explains what personal data we collect from you and how we use it.**The Office of the Police and Crime Commissioner for Nottinghamshire will use your personal information to administer your application for the role of an ICV. **Personal Data We Collect**We collect the following personal data relating to your application for this role:* Contact Details (Name, Address, E-Mail Address, Telephone and/or Mobile Number)
* Employment history
* Qualifications
* Equality of Opportunity (Ethnicity/Gender/Religion/Faith/Sexuality Disability details)
* Offending history and immigration status.
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| **How We Use Personal Data**Your personal data will be used to process your application; communicating with you during recruitment process and if appointed, during your time as an Independent Custody Visitor.**How Long We Will Hold Personal Data**Personal data for successful applicants will be held under our Organisation’s Retention Policy, details of which would be made available to successful candidates. For other applications, who meet the minimum requirements but have not been appointed, personal data will be held securely for a period of 12 months from the date of receipt and may be used to contact you when a similar role becomes available. Unsuccessful applicants’ data will be held securely for a period of six months from the date of application, whereupon it will be confidentially destroyed.**Reasons We Share Personal Data**We may share your personal data with:* Human Resources (HR) to assist with recruitment and other HR related matters.
* Nottinghamshire Police and the Disclosure and Barring Service (DBS) for DBS and vetting checks, where required.
* For successful applicants; your information may be shared to enable effective delivery of the project with partner agencies holding additional data relevant to your work.

We will not normally share personal data with anyone else, but may do so where:* There is an issue that puts the safety of our staff at risk.
* We need to liaise with other agencies or third parties – we will seek your consent as necessary before doing this.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:* The prevention or detection of crime and/or fraud.
* The apprehension or prosecution of offenders.
* In connection with legal proceedings.
* Where the disclosure is required to satisfy our legal obligations.

**How We Protect Your Personal Data**We use secure systems to store and transfer electronic data and have password access controls in place. If paper copies are utilised, information is held in secure locked cabinets with controlled access. |

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| **SECTION 1 – ELIGIBILITY CRITERIA** |
| * 1. **You must:**
* **Be over 18 years of age.**
* **Have the right to live and work in the UK without immigration restrictions.**
* **Be a resident of Nottinghamshire or work in the County.**
* **Be willing to undertake a security vetting to an appropriate level.**
* **Disclose whether you have ever been convicted of any offences punishable with imprisonment with the last five years, or have any criminal convictions. This information is a requirement in all applications but may not necessarily affect your application.**
* **Be willing to serve for a minimum of two years (extendable to three years before re-application).**
* **Be willing to attend regular meetings throughout each year.**
* **Not be a current police officer/member of police staff, or a member of the Office of the Police and Crime Panel.**
* **Not be a prison officer or a probation officer.**
* **Not be a magistrate.**
* **Disclose any other activity that could result in conflict of interest.**
	1. **Eligibility Questions**
	+ **Are you over 18?**

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| Yes |  |
| No |  |

* + **Do you have the right to live and work in the UK without restrictions?**

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| **Yes, A UK National** |  |
| **Yes, A Foreign National with Indefinite Leave to Remain/Enter** |  |
| **No, Have Limited Leave to Remain** |  |
| **What is your National Insurance Number?** |  |

* + **Do you live or work in Nottinghamshire?**

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| --- | --- |
| Yes |  |
| No |  |

* + **Are you able and willing to undergo a Police security vetting process?**

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| --- | --- |
| Yes |  |
| No |  |

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| * + **Have you ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions? (Information provided will not necessarily disqualify you from becoming a panel member)**

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| Yes |  |
| No |  |

If yes, please give details below. This information is a requirement in all applications but may not necessarily affect your application. Offences covers by the Rehabilitation of Offenders Act 1974 if spent, need not be listed.

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* + **Are you able to commit to this role for a minimum of two years?**

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| Yes |  |
| No |  |

* + **Are you:**

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| --- | --- | --- |
|  | **YES** | **NO** |
| **An Appropriate Adult** |  |  |
| **A police officer or special constable**  |  |  |
| **A member of police staff or PCC** |  |  |
| **A Magistrate** |  |  |
| **A member of the Police & Crime Panel** |  |  |
| **A practicing criminal solicitor/barrister** |  |  |
| **A prison officer** |  |  |
| **A probation officer**  |  |  |
| **Have you retired from any of these roles in the past 5 years?** |  |  |

* + **If yes to any of the above; please provide further details:**

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| **SECTION 2 – CONTACT DETAILS** |
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| **TITLE** | **FIRST NAME(S)** | **SURNAME** |
|  |  |  |

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| **ANY OTHER NAMES YOU HAVE BEEN KNOWN BY** |
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| --- | --- |
| **PERMANENT HOME ADDRESS****(include postcode)** | **PREVIOUS ADDRESS** |
|  |  |
| **Number of years at this address**(if less than 5 years please complete the box on the right) | **Date moved to this address** |
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| **Home Telephone Number** | **Work Telephone Number** |
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| **Mobile Telephone Number** | **Email Address** |
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| **SECTION 3 – EQUALITY MONITORING INFORMATION** |
| **The Police and Crime Commissioner is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other relevant factor. We therefore ask you to complete this questionnaire to enable us to monitor the effectiveness and fairness of our policy and processes.****This information is for statistical monitoring purposes only and does not form part of any selection process.*** 1. **GENDER (please tick one box)**

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| --- | --- | --- | --- | --- | --- |
| **Male** |  | **Female** |  | **Trans** |  |

* 1. **AGE (please tick one box)**

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| **18-24** |  | **25-34** |  | **35-44** |  | **45-54** |  | **55-64** |  | **65+** |  |

* 1. **ETHNIC GROUP (please tick one box)**

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| **Asian or Asian British** | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | Any Other Asian Background |  |
| **Black or Black British** | Caribbean |  |
|  | African |  |
|  | Any Other Black Background |  |
| **Chinese or Other Ethnic Group** | Chinese |  |
|  | Any Other Background |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Asian |  |
|  | Any Other Mixed Background |  |
| **White** | British |  |
|  | Irish |  |
|  | Gypsy Traveller  |  |
|  | Any Other White Background |  |

* 1. **DISABILITY**

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| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** | **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 undertake the role or assist with your application

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| **SECTION 4 – EDUCATION, EMPLOYMENT AND VOLUNTEERING HISTORY** |
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| **Please provide us with details of any part-time or full-time employment over the last 5 years, including any volunteering roles (most recent first)** |

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| **Name of Employer**(most recent first) | **Date** | **Position Heldand Brief Duties** |
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| **SECTION 5 – REFEREES (name, profession and how known to you)** |
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| **Referee 1:** Name, profession and contact details (please include phone and email address) |
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| **Referee 2 :** Name, profession and contact details (please include phone and email address) |
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| **SECTION 6 – SUPPORTING STATEMENTS** |
| **It is important that this section is completed as fully as possible in order to give yourself the best chance of being short-listed for an interview, as it is not always possible to interview all applicants. Please use the Person Specification and Role Description to summarise fully all skills, experience and qualities relevant to the role, whether gained through personal experiences, work training or volunteering.**  |
| You may attach 1 additional page to this section of the application. |

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| **SECTION 7 – DECLARATION** |
| **I agree to the Office of the Police and Crime Commissioner making an enquiry in connection with my application as an Independent Custody Visitor.****I have read the information supplied to me concerning the duties and responsibilities of an Independent Custody Visitor and would be prepared to undertake appropriate training and Police Vetting checks.**  |

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| **SIGNED:** |  | **DATE:** |  |

**WHAT TO DO NOW**

Please send the completed application (with any additional pages) and the
monitoring questionnaire marked Private and Confidential to:

gemma.flint@notts.police.uk