

# ***Police Support Volunteer Application Form Guidance***



## Guidance Notes for Completion of the Police Support Volunteer Application Form

- You should read these notes thoroughly before completing the form.
- You may find it helpful to do a rough draft first - particularly on section 3.
- You might also find it helpful to retain a copy of your completed application to refer to later.
- Your application will tell us what we need to know to determine whether you go through to the next stage of our selection procedure.

### Note 1 – Personal Details

Applicants for Lincolnshire Police must undergo thorough screening. Please list all surnames by which you have been known, including your name at birth.

### Note 2 - Disability

Applicants must be in good health, of sound constitution and be both physically and mentally able to perform the duties of the volunteer role applied for.

The Disability Discrimination Act covers members of police staff. If you have a disability, we will make adjustments where it is reasonable to do so. Please provide any relevant information about your disability with your application.

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'.

Successful candidates will be required to complete a Health Questionnaire and may be asked to attend a medical examination prior to appointment.

### Note 3 – Convictions and Cautions

Certain convictions or cautions will not 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 rejected.

You must disclose 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).

If you believe you have been involved in the kind of incident we need to know about, please let us know. 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 and Facial Piercing**

Tattoos and Facial Piercings are not a bar to appointment. However, some tattoos and piercings 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 and facial piercings you should describe their nature, words used, extent, size and location.

#### **Note 5 – Membership of the BNP or Similar**

Lincolnshire Police has a policy of prohibiting any of their 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 will be rejected.

#### **Note 6 – Financial position**

Some volunteers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. They should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly. Schedule 1 of Police Regulations 2003 states 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, credit/store card 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 7 – Referees**

Give the names, addresses of two referees who are prepared to comment for your character and recommend your application. Please include their occupation and telephone number, if known.

Where possible one of the referees should be a current or recent employer.

**Note 8 – Additional Information**

We are looking for the qualities you have which will enable you to carry out the role in which you are applying for. Your response here will help to decide if your application can proceed to the next stage.

You may find it helpful to refer to the role profile and person specification and give details in support of your application, focusing on the skills and experience detailed in the person specification.

Please include details of any duties and responsibilities you have undertaken which you feel are appropriate to this role.

The information can relate to work, social, voluntary, educational, leisure or family life.

If you have any questions about the completion of this application form, please contact the Recruitment Team.