

**APPLICATION FORM
 INDEPENDENT CUSTODY VISITOR**

Prior to completing the form, you should fully read the person specification and job description for the role. Please also note the eligibility section of the form and contact icv.scheme@essex.police.uk if you have any questions prior to completing the form.

Personal Details

Title	
Surname	
Forenames <i>(in full)</i>	
Any other names by which you have been known	
Date of Birth	
Non UK British Citizens – is your stay in the UK free of restrictions?	YES/NO <i>(if no please state restrictions)</i>
Address	
Email address	
Mobile phone number	
Home telephone number	
Work telephone number	
Are you employed / retired / studying?	
If employed/studying, please provide the name and address of your present employer or place of study. If retired, please provide the name and address of your last employer.	
Do you have a current valid full UK driving licence?	

Personal Statement

Why do you wish to be an independent custody visitor? (400 word maximum)

Having read the Scheme Handbook (including the Role Specification), what skills, experience and qualities do you feel you would bring to the Scheme if appointed? (Please give details of any other voluntary work in which you have been involved.) (400 words maximum)

How did you learn about Independent Custody Visiting scheme?

References

Please give the names and addresses of two people who will act as referees for you regarding your suitability as an Independent Custody Visitor. Please include current or recent employers, teachers/tutors, or those who know you in your volunteering capacity over the last 3 years. Please do not choose relatives, serving Police officers or those who have left Essex Police in recent years.

Referee 1	
Name	
Address including post code	
Email address	
Phone number	
Occupation	
Referee 2	
Name	
Address including post code	
Email address	
Phone number	
Occupation	

Eligibility

Have you ever been cautioned or convicted of any criminal offence or are you currently the subject of any police investigation or prosecution? You must declare all cautions or convictions. <i>(By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 the provisions of the Rehabilitation of Offenders Act 1974 do not apply to this application).</i>	YES/NO
Are you a currently a Police Officer, Police Community Support Officer, serving in the Special Constabulary or a member of police staff?	YES/NO
Are you currently a member of a Police and Crime Panel or a member of staff of a Police and Crime Commissioner	YES/NO
Are you a serving Justice of the Peace (Magistrate)?	YES/NO
Are you related to, or have a close personal relationship/friendship with anyone working for the Police? Please state their name, status with the organisation and relationship with you	Name
	Status
	Relationship
Other than as listed above do you have any direct or indirect involvement in the criminal justice system?	YES/NO If yes please give details
Are you or any relative or associate a member of any extremist group? Do you have contact with or support by any means the activities of any group pursuing extremist aims? These include Animal Rights or Environmental groups, and those holding extreme Left or Right Wing political views that may contradict the duty to promote race equality.	YES/NO If yes please give details
<i>Please note that if you answer yes to any of the questions above, it <u>may</u> affect your ability to become a custody visitor</i>	
Do you have access to electronic technology (i.e. computer, tablet or mobile phone) to send and receive e-mails and communicate with in relation to this role?	YES/NO
Are you able to undertake at least 3 visits per month which will include occasional evenings and weekends?	YES/NO
Are you able to attend ICV team meetings on a quarterly basis?	YES/NO
Are you able to attend the annual meeting and training events occasionally?	YES/NO
Do you require any reasonable adjustments to enable you to attend an interview and subsequent training day?	YES/NO

Declaration

Custody Visitors have unannounced access to secure areas within police stations, as well as confidential information and access to detainees, some of whom may be vulnerable. We are therefore required to carry out an appropriate level of security vetting before we can confirm appointment as an Independent Custody Visitor.

If successful at interview, you will be asked to complete the appropriate Non-Police Personnel Vetting Questionnaire. Any offer of appointment will be subject to satisfactory vetting clearance.

Our full privacy notice outlines your rights and obligations to handle your data correctly. To access Privacy Policy, please visit www.essex.pfcc.police.uk/contact-us/privacy-notice/

DECLARATION

I agree to the Office of the Police and Crime Commissioner making an enquiry to be cleared by police vetting procedures in connection with my application as a volunteer. I confirm that I am willing to complete the necessary vetting forms if requested. I have read the information supplied to me concerning the duties and responsibilities of an independent custody visitor and would be prepared if my application is accepted to attend training sessions as necessary and complete the appropriate undertaking in respect of confidentiality.

I confirm that the above information, to the best of my knowledge, is accurate. I understand that failure to provide information that may influence the engagement decision will be viewed by the Police, Fire and Crime Commissioner's Office as a serious matter.

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

I understand that:

- The independent custody role will be subject to the receipt of satisfactory references and vetting checks and may be subject to a medical examination.
- If any information provided is found to be untrue or is found to have been deliberately withheld, this will result in any offer of a volunteering role being withdrawn.
- If appointed, my contact details will be shared with other Independent Custody Visitors to support communication and relevant visit arrangements.
- I understand that if I become a volunteer with the Police, Fire and Crime Commissioner's Office, I must advise them of any convictions recorded against me in the future.

Signed

Date

Thank you for taking the time to complete this application.

Please return your completed application form to icv.scheme@essex.police.uk

Equality and Diversity Monitoring Form (Optional)

Essex Independent Custody Scheme wants to meet the aims and commitment set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the scheme in encouraging equality and diversity.

Essex ICV needs your help and cooperation to enable it to do this by filling in this forum voluntarily. The information you provide will stay confidential and will be stored securely.

Please circle the correct answer

Gender: Male Female Transgender Prefer not to answer

Age: under 16 16-24 25-34 35-49 50-64 65+ Prefer not to answer

Are you married or in civil relationship? Yes No Prefer not to answer

Ethnicity:

Asian	Black	White	Mixed Heritage	Traveller	Other Ethnicity
Bangladeshi	African	British	Please State	Romany	Please State
Chinese	Caribbean	Irish		Irish Traveller	
Indian	Other	Other		Romany	
Pakistani				Other	
Other					
					Prefer not to answer

Disability:

Do you consider yourself to have a disability? YES / NO Prefer not to answer
If yes, please describe your impairment

Sexual Orientation:

Bisexual Homosexual Heterosexual Prefer not to answer

Religion:

Buddhism Catholicism Hinduism Judaism

Islam Protestantism No religion Prefer not to answer

Our full privacy notice outlines your rights and our obligations to handle your data correctly, please visit the website: www.essex.pfcc.police.uk/contact-us/privacy-notice/