



# INDEPENDENT CUSTODY VISITOR APPLICATION FORM

CONFIDENTIAL

APPLICANT NAME:

Please return completed application to:

[Ian.Fithian-Franks@NorthYorkshire-PCC.Gov.Uk](mailto:Ian.Fithian-Franks@NorthYorkshire-PCC.Gov.Uk)

or

Ian Fithian-Franks  
Independent Custody Visitor Scheme Administrator  
Office of the Police and Crime Commissioner  
For North Yorkshire  
12 Granby Road  
Harrogate  
HG1 4ST

The Office of the Police and Crime Commissioner is committed to achieving a truly representative Independent Custody Visiting Scheme and therefore welcomes applications from all sections of the community.

Information provided will be used for general monitoring purposes only.

Please complete the details below and the monitoring section overleaf. This sheet will be detached on the closing date and kept separately. It will not form part of the selection process.

**PLEASE ANSWER ALL QUESTIONS IN BLOCK CAPITALS**

<b>PERSONAL DETAILS</b>			
First Name		Title	
Last Name		Previous Name(s)	
Home Address			
Post Code			
Email Address			
Home Telephone Number			
Mobile Telephone Number			
Please state where advertisement seen or where you heard about the role			
Have you ever been a custody visitor before?			YES / NO
If YES, please state when and where			

**RELEVANT SKILLS & EXPERIENCE**

**PLEASE PROVIDE AN EXAMPLE OF A SITUATION IN WHICH YOU MET THE FOLLOWING QUALITIES:**

**(FOR EACH QUALITY AREA YOUR RESPONSE MUST NOT EXCEED 100 WORDS)**

**A - Effective Communication** – *the appointed person must be able to communicate effectively both verbally or in writing.*

**B - Respect for Race and Diversity** – *the appointed person must consider and show respect for the opinions, circumstances and feelings of others, no matter what their race, religion, position, background, status or appearance.*

**C – Team Working** – *the appointed person must be able to develop strong relationships and work effectively as a team member.*

**D - Planning and Organising** – *the appointed person must be able to plan and follow instructions in a methodical and structured way.*

**E - Resilience** – *the appointed person must be confident and able to show resilience, even in difficult circumstances.*

**F - Personal Responsibility** – *the appointed person must be able to follow procedures and be adaptable should procedures change*

Are there any days or times when you would not be able to undertake a custody visit? Please indicate when these would be.	YES / NO
We ask our Independent Custody Visitors to be willing to undertake visits throughout the area they live. Would this cause you any issues?	YES / NO

Do you hold a current car / motorcycle driving license?	YES / NO
Are you currently a police officer or serving in the Special Constabulary?	YES / NO
Are you currently a magistrate?	YES / NO
Are you currently working for North Yorkshire Police or the Office of the Police and Crime Commissioner in any role, whether paid or voluntary?	YES / NO
Are you currently a volunteer working within the Criminal Justice System, for example a Lay Visitor?	YES / NO
Are you retired from any of the above roles?	YES / NO
If YES, please give details and the date of retirement	
Are you a solicitor, probation officer or otherwise involved with the criminal justice system?	YES / NO
If YES, please give details	
The role of the custody visitor is to be independent and impartial. If it is felt that there may be a conflict of interest then consideration would be given to the appropriateness of your appointment, however, each case will be individually assessed.	

<b>CURRENT (OR MOST RECENT) EMPLOYMENT</b>	
Occupation	
Name and Address of Employer	

Previous Employment – please list employments in the last five years (most recent first)

From (year)	To (year)	Employer	Experience gained

**CURRENT (OR MOST RECENT) VOLUNTEERING**

Role	
Name and Address of Organisation	

Previous Volunteering – please list volunteering carried out previously (most recent first)

From (year)	To (year)	Organisation	Role & Experience

**CONVICTIONS**

Have you ever been arrested, charged with, summoned, convicted of or cautioned for an offence?	YES / NO
If YES, please give further details	

If you have been convicted or cautioned you may still be eligible for appointment dependent on the nature and circumstances of the offence. NOTE: By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of the Act do not apply to this question. You are therefore NOT entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the Act. Please note that no feedback will be given if your security check highlights any issues which make you unsuitable for the role.

**HEALTH**

Do you consider you have a disability or suffer from any medical condition which may affect your ability to carry out the duties of a custody visitor?

YES / NO

If YES, please give details (this will not necessarily affect your application)

**REFERENCES**

Please give details (including title, initials and current address) of two referees who are **NOT** related to you who have agreed to support your application. Referees will be asked to provide an insight into character and commitment.

	REFEREE 1 - Professional	REFEREE 2 - Personal
Title	Dr / Mr / Mrs / Miss	Dr / Mr / Mrs / Miss
Name		
Company Position		
Relationship to You		
Address		
Telephone No		
Email address		

**DECLARATION**

I agree to the Office of the Police and Crime Commissioner making an enquiry to the police in connection with my application as a volunteer. 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 declare that the information I have provided is accurate to the best of my knowledge and belief.

Signed	Date
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**Note: False or misleading information on this form will disqualify you from appointment or if appointed, will render you liable to the termination of your appointment without notice.**



## EQUALITY MONITORING QUESTIONNAIRE

**Please tick one box only**

**The following information will be used for general monitoring and positive action purposes only and will be treated as confidential**

Female <input type="checkbox"/>	Male <input type="checkbox"/>		
<b>ETHNICITY</b>			
WHITE	MIXED	ASIAN OR ASIAN BRITISH	
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
Any other White Background <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
	Any other mixed background <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	
BLACK OR BLACK BRITISH	OTHER ETHNIC GROUPS		
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>		
African <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>		
Any other Black background <input type="checkbox"/>			
<b>SEXUAL ORIENTATION</b>			
Bi-sexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Gay/Lesbian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<b>RELIGIOUS BELIEF / FAITH</b>			
Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	
Christian (state denomination if you wish) <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	
None <input type="checkbox"/>	Other (please state) <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
<p>The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment.</p> <p>North Yorkshire Police Authority welcomes the recruitment of people who have disabilities.</p>			
<p>Do you have a disability (* Refer to Application Guidance Notes) you wish us to know about at this stage, including any learning difficulties e.g. dyslexia?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>In support of your application, please let us know if you believe there are any reasonable adjustments we should be making for the interview (i.e. access)</p>			