

#### **APPLICATION TO BECOME AN INDEPENDENT CUSTODY VISITOR** *(please use additional sheets of paper if insufficient space)*

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| **1. Personal Details** | | | | |
| Surname:  Forenames:  Date of Birth:  Age:  Place of Birth:  Previous Name(s):  Telephone No:  Email: | …………...…………….  …………………………  …………………………  …………………………  …………………………  …………………………  Home …………………  Work ……..……………  Mobile…………………  ………………………… |  | Present address**:**  (including postcode)  If less than 5 years please give previous address  Previous Address:  (including postcode) | …………………………….  …………………………….  …………………………….  From: ……/……/…………  To: ………/……/…………  ……………………………..  ……………………………..  From: ……/……/…………  To: ………/……/…………. |

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| **2. Employment** |
| Are you Employed/ Volunteering /Unemployed/ Retired**/** Studying? …………………………  If employed/ volunteering or studying please give the name and address of your present employer/ college :  ……………………………………………………………………………………………….…….…  ……………………………………………………………………………………………………..…  Name and address of last employer (*If retired or unemployed):* |

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| **3. Where/How did you hear of the Scheme?** |
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| **4. Why do you want to become a Custody Visitor?** |
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| **5. Skills, Experience and Qualities** |
| Having read the Information Pack sent with this application form, what skills, experience and qualities do you feel you would bring to the Scheme if you were appointed?Please give details of any other voluntary work in which you have been, or continue to be, involved.  ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………..  …..……………………………………………………………………………………………………  ………………………………………………………………………………………………………..  ……………………………………………………………………………………………………….  ………………………………………………………………………………………………………..  ……………………………………………………………………………………………………….  ………………………………………………………………………………………………………..  ……………………………………………………………………………………………………….  …………………………………………………………………………………………….………….  ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………. |

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| **6. Transport Details** |
| Do you possess a full driving licence? Yes/No  Do you have access to a vehicle which you would be able to  use to carry out your duties as a Custody Visitor? Yes/No If you do not have a driver’s licence /or access to a vehicle how would youcarry out your duties as a visitor ?…………………………………………………………This information is required for monitoring purposes. Not possessing a driving licence will not exclude applicants from being appointed. |

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| **7. Access Arrangements** |
| Do you require any reasonable adjustments to enable you to Yes/No  attend a training day or interview?  If yes, please explain below:  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… |

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| **8. Previous Convictions** |
| You must declare if you have ever been investigated, arrested, summonsed, charged, cautioned or convicted for any offence by any UK or non-UK Police Force, Law Enforcement Agency or any other statutory prosecuting authority or agency – this includes, but is not limited to:-  • Traffic offences (including fixed penalty notices excluding parking); • Receipt of an absolute/conditional discharge or bind over;  • Receipt of a reprimand, warning, final warning or caution as an adult or juvenile;  • Being the subject of an Anti-Social Behaviour Order, Football Spectator Banning Order,  Risk of Sexual Harm Order, Harassment Order;  • Being issued with a Penalty Notice for Disorder or other Fixed Penalty Notice (other than  for parking).  In addition, the following must also be declared;  • Any involvement with the military authorities on disciplinary matters (whether involving  court martial or not);  • Involvement in a criminal investigation (whether or not this has led to a prosecution);  • Being subject of ‘Service Confidence’ procedures;  **Do you have anything to declare in respect of the above ? Yes / No**  *If yes, please give details below or enclose in a sealed envelope marked ‘Vetting Unit’ and we will forward to the Police Vetting Unit for consideration. Please note that past offending is not an automatic barrier to acceptance. The Commissioner will take advice from the Police Vetting Unit on the suitability of all appointments:*  *……………………………………………………………………………………………….……..*  *……………………………………………………………………………………………….……..* |

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| **9. Consent to police vetting and security checks** |
| Custody visitors have unannounced access to secure areas within police stations, 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 anyone’s appointment as a custody visitor.  If you are invited to attend for a training day and / or interview you will be asked to complete the appropriate Vetting & Security Form which includes an identity check.  Any offer of appointment will be subject to satisfactory vetting and security clearance.  I confirm that I am willing to complete the necessary vetting forms if requested and that I consent to the Commissioner undertaking Vetting and Security Checks in connection with my application to become a Custody Visitor.  Signed: ………………………………………………… Date ……………………….. |

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| **10. References** | | | |
| **Please give the names and addresses of two people who will act as referees for you regarding your suitability as a Custody Visitor. These should preferably be current or recent employers, teachers/tutors or those who know you in a volunteering capacity. Please do not choose relatives, serving Police Officers or those who have left the Police Force in recent years. Please contact the Scheme Administrator for further clarification if you are unsure – 01656 869366.** | | | |
| Name  Address  Telephone Number /  Email | ………………………………….  ………………………………….  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  ………………………………... | Name  Address  Telephone Number / Email | …………………………………  ………….………………………  …………………………………  …………………………………  …………………………………  ………….………………………  .  …..……………………………..  ………………………………… |

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| **11. Declaration** |
| I hereby declare that the information given in this application is true and accurate  Signed: ………………………………………………… Date: ……………………….. |

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| **Application forms should be returned to:**  **South Wales Independent Custody Visiting Scheme Administrator, South Wales Police and Crime Commissioner, “Ty Morgannwg”, Police Headquarters, Bridgend, CF31 3SU** |

***For Office Use Only***

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| Acknowledgement sent |  | |
| *Vetting Forms sent* |  | |
| *Vetting forms returned* |  | |
| *References Sent* | *1* |  |
| *2* |  |
| *Reference Returned* | *1* |  |
| *2* |  |
| *Invited to Information Day* |  | |
| *Invited to Interview* |  | |
| *Appointment Offered* |  | |