



APPLICATION FORM FOR THE APPOINTMENT OF FRONT DESK AUDITOR

When completing this application form, please ensure that you meet the essential and where possible the desirable criteria as identified in the person specification. Please provide relevant information about your experiences, interests and reason for applying for the role as this will help the Office of the Police & Crime Commissioner (OPCC) to assess your application and suitability for the position. The details supplied by you on this form are confidential and will form part of your personnel record if successful.

Personal Details	
Preferred Title:	
First name(s):	
Surname:	
Other names you have been known by: (including maiden name)	
Date of Birth:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Email address:	
National Insurance Number:	
Occupation: (If retired or unemployed, please state previous occupation)	
Current Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you find out about this volunteering opportunity?	

Eligibility to work in the UK	
Current legislation means that it is a criminal offence to recruit a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.	
Do you have an entitlement to work/volunteer in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Applicant Details	
Are you currently any of the following?	<input type="checkbox"/> Police Staff <input type="checkbox"/> Police Officer <input type="checkbox"/> Magistrate <input type="checkbox"/> Special Constable <input type="checkbox"/> PCSO <input type="checkbox"/> OPCC Staff If yes, please provide details:
Have you ever been any of the following?	<input type="checkbox"/> Police Staff <input type="checkbox"/> Police Officer <input type="checkbox"/> Magistrate <input type="checkbox"/> Special Constable <input type="checkbox"/> PCSO <input type="checkbox"/> OPCC Staff If yes, please provide details:
Have you had any other direct involvement in the criminal justice system within the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state:
Are you related to any serving or retired police officer or employee of Cheshire Constabulary or the Office of the Police & Crime Commissioner?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide name:
Do you have any other connection to Cheshire Constabulary or the Office of the Police & Crime Commissioner that may potentially impact your independence?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:

Rehabilitation of Offenders

This volunteering position involves working with vulnerable adults/children or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a volunteering position.

Disclosure	
Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? If yes, please state:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Offence/s	Outcome of Offence/s (i.e. conviction, caution, bind-over, reprimand, warning or allegation)	Date of Offence/s	Disposal (if known)

Medical Conditions	
Do you have any disabilities or suffer from any medical conditions which may affect your ability to carry out the duties of a Front Desk Auditor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details and advise of any support that can be provided:	

Employment / Volunteering History

Please provide details of your employment and/or volunteering roles covering the past five years, including information on any experience or skills relevant to the role of a Front Desk Auditor. It is essential that all information is completed where appropriate. Please continue on a separate sheet if necessary.

Current or Most Recent Employment / Volunteer Position

Name of current/most recent employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Previous Employment / Volunteering Experience

Name employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Name employer/voluntary organisation:	
Job Title:	

Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	
Name employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Membership		
Please provide details of membership of any national or local organisations.		
Name of Organisation	Position Held (if applicable)	Date Joined

References

Please provide details for two referees, one of which must be your current/previous line manager. If you have not previously been employed please provide a personal reference. References will not be accepted from relatives. If you are a college leaver, then your Head Teacher or Tutor should be provided. In all cases, please make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. Reference will be taken up prior to interview due to safeguarding practices.

Reference 1	Reference 2
Referee name:	Referee name:
Job title (if applicable):	Job title (if applicable):
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
How do you know them:	How do you know them:

Skills, Knowledge and Experience

This section provides you with the opportunity to demonstrate your suitability for the role of a Front Desk Auditor. Please read through the recruitment pack to get a clear view of what the role involves and the desired skills, experience and qualifications we are looking for. Please make sure that you tell us how you match the requirements of the role by giving examples of any relevant skills, experience and qualifications. This may be from your current or previous role from either paid or voluntary work, or from skills transferable from other life experience.

- Ensure that the information you provide is well organised and relevant.
- It should show to that extent you have gained the skills and experience necessary for the role you are applying for.
- Give specific examples of the work you have been involved in, how you went about it and the outcome.

Please continue on separate sheets if necessary

What skills, experience and qualities do you have that make you suitable for this role?

Describe a situation in which you recognised a potential problem? What did you do to address the issue? What was the outcome as a result of your actions?

Why do you want to become a Front Desk Auditor?

Declaration

I confirm that I have read the information supplied to me concerning the duties and responsibilities of the Front Desk Auditor role and would be prepared, if my application is accepted, to adhere to the requirements of the role. I agree to the Office of the Police & Crime Commissioner undertaking Cheshire Constabulary's 'non Police Personnel Vetting Level two (NPPV2)' in connection with my application as a volunteer.

I confirm that the information I have provided is accurate to the best of my knowledge and belief. I understand that any false information, any relevant omission or misleading statements may disqualify me from the recruitment process, or if I have already been appointed, may result in my dismissal.

Signed:

Date:

Return Address / Email

Please return this completed application form by 9am on Monday 02 July 2018 to:

E-mail address: police.crime.commissioner@cheshire.pnn.police.uk

FAO Matt Walton, Office of the Police & Crime Commissioner for Cheshire
Stockton Heath Police Station, Grappenhall Road, Stockton Heath, Warrington, WA4 2AF

Contact Number: 01606 364103

The Office of the Police & Crime Commissioner is an equal opportunities employer and this recruitment process will be guided by equal opportunities principles to ensure a volunteer workforce that is representative of our communities.