

Bedford Borough Council and Central Bedfordshire and

Luton Borough Council

working together

**Confidential**

**Application Form**

**to be a**

**Co-opted Independent Member**

**of the**

**Bedfordshire Police and Crime Panel**

If completing manually please write in black ink. Do not include a CV or other information.

Please return this completed application form by midnight on Sunday 5 January 2020 either:

* by email as an attachment in Word format to sue.lyons@bedford.gov.uk

OR

* by post to Sue Lyons, Chief Officer for Legal and Democratic Services, Borough Hall, Cauldwell St, Bedford, MK42 9AP

Further information about the Bedfordshire Police and Crime Panel is available at <http://www.bedford.gov.uk/bedspcp>

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application from and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

To help us monitor our progress towards our equality objectives, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** |  |
| **Your full name:**       | **Title:**       | **Date of Birth:**       |
| **Gender: (please specify)**       | **National Insurance Number:**       |
| **Other names you have been known by:**       |

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| **SECTION B** |  |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? |
| **White** | **Asian/Asian British** |
| [ ]  English/Welsh/Scottish/Northern Irish/British | [ ]  Indian |
| [ ]  Irish | [ ]  Pakistani |
| [ ]  Gypsy or Irish Traveller | [ ]  Bangladeshi |
| [ ]  Any other White background, please describe: | [ ]  Chinese |
| [ ]  Any other Asian background, please describe: |
| **Mixed/Multiple ethnic groups** |
| [ ]  White and Black Caribbean | **Black/African/Caribbean/Black British** |
| [ ]  White and Black African | [ ]  African |
| [ ]  White and Asian | [ ]  Caribbean |
| [ ]  Any other Mixed/Multiple ethnic background, please describe: | [ ]  Any other Black/Caribbean background, please describe: |
| **Other ethnic group** | [ ]  Prefer not to say |
| [ ]  Arab |
| [ ]  Any other ethnic group, please describe: |
| **b) Disability** The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long term negative effect on your ability to carry out day to day activities’. |
| Do you consider yourself to have a disability under the Equality Act 2010? (If ‘yes’ please complete the Guaranteed Interview Scheme form) | **[ ]** Yes  | **[ ]** No | **[ ]** Prefer not to say |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? |
| [ ]  Lesbian/Gay Woman | [ ]  Gay Man | [ ]  Bisexual | [ ]  Heterosexual | [ ]  Prefer not to say |
| **d) Religion/Faith/Belief:** Which of the following do you feel best describes your religion/faith/belief? |
| [ ]  Buddhist | [ ]  Jewish | [ ]  Hindu | [ ]  Other (please describe)            |
| [ ]  Muslim | [ ]  Sikh | [ ]  Christian (all denominations) | [ ]  No Religion | **[ ]** Prefer not to say |
| **e) Gender Identity:** Is your gender identity the same as the sex you were assigned at birth? |
| **[ ]** Yes  | **[ ]** No | **[ ]** Prefer not to say |

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| **f)** | **Declaration** |
| I hereby give my consent to Bedford Borough Council to process the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the Council. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the Data Protection Officer.**Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The Council treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Council in accordance with Data Protection Legislation and its Data Protection Policy. Information about how your data is used and the basis for processing is provided in the Council's [Applicant Privacy Notice](http://www.bedford.gov.uk/gdprprivacy) |

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# Guaranteed Interview Scheme

As a Disability Confident Employer, Bedford Borough Council is committed to the employment and career development of disabled people.

To demonstrate our commitment we use the Disability Confident Employer Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post, and consider them on ability.

**What do we mean by disability?**

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

**What 'substantial' and 'long term' mean**

* ‘substantial’ is more than minor or trivial - eg it takes much longer than it usually would to complete a daily task like getting dressed
* ‘long-term’ means 12 months or more - eg a breathing condition that develops as a result of a lung infection

**How do I apply?**

Simply complete this section, and read the declaration below and sign.

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| **Please give details of your disability:**  |
|       |
| **Are there any arrangements that may be required to be made should you be invited for interview?**  |
|       |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

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| **Declaration:**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Any false declaration of disability to obtain an interview will invalidate any contract of employment.**

All information provided will be dealt with in accordance with Data Protection Legislation.

1. **Personal details**

The information in this section will not form part of the shortlisting process and will be separated from your application form upon receipt.

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| Title (Mr/Mrs/Ms etc.)  |
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| Name in full (please also give any other names by which you have been known)  |
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| Permanent home address  |
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| How long have you lived at this address?  |
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| If less than five years at this address, please give details of your previous address(es)  |
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| Daytime telephone number  | Evening telephone number  |
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| Mobile telephone number  | Email address  |
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| Date of birth  |
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| Please say whether there is any special provision, equipment or assistance we can provide to help you attend any interview to which you are called |
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| References: Please give details of two people, not related to you, who have agreed to be contacted by us about your application. It would be helpful if one referee is familiar with your community activities. We intend to take up references for shortlisted candidates, prior to interview. If you do not wish us to contact your referees at that stage then please indicate this clearly.  |
| Name  | Name  |
| Address  | Address  |
| Tel No:  | Tel No:  |
| Email:  | Email:  |
| Position:  | Position:  |

**Please sign and date this form**

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| I declare that the information I have given is true and complete.  |
| Signed …………………………………………….. Date ……………  |

1. **Personal History**

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| What is your current employment status and occupation, if any?  |
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| Please give details of part-time and full-time employment, voluntary work, career breaks and any other work you do or have done in the local community. If you do not live in Bedford Borough, Central Bedfordshire or Luton and/or have not done so during the past 12 months please include the main location of your work if this is different from your employer’s address.  |
| Name and address of organisation  | Dates position held (from/to)  | Positions held and nature of responsibility  |
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| Please give details of any involvement in local community activities not already mentioned above  |
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| Please list any academic, professional and/or vocational qualifications  | Date obtained  |
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1. **Required competencies, personal skills and qualities**

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| Please give brief examples to demonstrate how you meet the following competencies  |
| 1. **The ability to think strategically**

To have breadth of vision – to rise above detail, and to see problems and issues from a wider, forward-looking perspective – and to make appropriate linkages. |  |
| 1. **The ability to make good judgements**

To take a balanced, open-minded and objective approach – for example, in evaluating the priorities of the Police and Crime Commissioner, assessing candidates for top level appointments or considering complaints against the Police and Crime Commissioner.  |  |
| 1. **The ability to be supportive**

To be able to support the Police and Crime Commissioner and the other Members of the Panel in delivering their duties. |  |
| 1. **The ability to scrutinise and challenge**

To be able rigorously to scrutinise and challenge constructively, without becoming confrontational using appropriate data, evidence and resources. |  |
| 1. **The ability to be analytical**

To interpret and question complex written material – including financial and statistical information and other data such as performance measures – and identify the salient points.  |  |
| 1. **The ability to communicate effectively**

To be able to communicate effectively both orally and in writing – and to interact positively with other members of the Panel, the Police and Crime Commissioner, and the public. |  |
| 1. **Team working**

The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others. |  |
| 1. **Self-confidence**

The skill to challenge accepted views constructively without becoming confrontational. |  |
| 1. **Enthusiasm and drive**

The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements). |  |
| 1. **Respect for others**

The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference. |  |
| 1. **Integrity**

The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all. |  |
| 1. **Decisiveness**

The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions. |  |

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| Please give details of your experience (in a paid or unpaid role) in community safety, victim support, criminal justice and related areas. Applications are invited from those with experience working within the Police or Probation services, or with experience in Accountancy, Estates or Public Scrutiny. |
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1. **Why do you want to be a co-opted independent Member?**

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| Please say why you are interested in becoming a co-opted independent Member of the Bedfordshire Police and Crime Panel  |
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1. **Other information**

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| If you are employed, is your employer willing release you to carry out the duties of a co-opted independent member of the Bedfordshire Police and Crime Panel?  |
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| Do you hold, or have recently held, any of the following positions? * \*The Police and Crime Commissioner for Bedfordshire
* \*A member of the staff of the Police and Crime Commissioner for Bedfordshire
* \*A member of the civilian staff of the Bedfordshire police force
* \*A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament
* \*A Member of Bedford Borough Council, Central Bedfordshire Council or Luton Borough Council
* A police officer

(\*please note that currently holding any of those positions marked with an asterisk disallows you from being a member of the PCP)If yes, please give details below.  |
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| Is there anything in your private or working life, or in your past, or, to your knowledge, in that of any member of your family or close friends, which, if it became generally known, might bring you or the Bedfordshire Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as a member of the Panel? If yes, please give details below.  |
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