



Dorset Police Volunteer Application Form Guide to completion

If any question or particular section does not apply to you, or you do not know the answer, please indicate “**NOT APPLICABLE**” or “**NOT KNOWN**” as appropriate.

Please note: This guide is specific to applications to become a Dorset Police Volunteer. You must complete the application form accurately in accordance with the instructions detailed in this guide. Failure to do so will affect the progress of your application. Please read this guide carefully before filling in any section. All sections must be completed in **black ink**, using block letters unless stated otherwise. If the space provided for any section is insufficient please use the continuation page and indicate by cross reference.

Personal Details

- 1) FULL home address is required including POSTCODE.
- 2) Please provide all addresses where you have resided for 3 months or more in the last five years.
- 3) Place of birth refers to Town (and Country if born outside the United Kingdom).

Nationality

- 1) Nationality must be indicated.
- 2) If you are a Commonwealth citizen or a foreign national, remember to enclose a copy of your passport and a certificate of residency if applicable.

Disability and medical requirements

The Disability Discrimination Act 2005 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police Service welcomes people with disabilities and will do its best to make adjustments to the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so. If there are any reasonable adjustments we can make for your interview then please let us know as early as possible. *Please note that dyslexia is also included under disability.*

There is no medical examination for Dorset Police Volunteers. However you are required to complete a medical questionnaire, which will be assessed to make sure you are medically fit for your Volunteer role.

Convictions/Cautions

Failure to disclose any information in this section will affect your application. Please use a continuation sheet if necessary for details of previous convictions and include details of any involvement whatsoever with civil or military police.

You must notify your family members that you have submitted their details for police checks.

For further information on this please see the Frequently Asked Questions document supplied in this application pack.

Financial position

Please complete this section based on your financial position over the past six years. If you have any questions relating to this part of the form, please contact the HR Service Support Team by ringing (01202) 223794. If relevant, please remember to provide a Certificate of Satisfaction.

Family Details

- Place of birth refers to Town (include Country if born outside the United Kingdom).
- FULL address is required including POSTCODE.
- Please delete accordingly or enter N/A if not applicable.
- If any family member is now deceased, please still give their full details: name, date and place of birth and date of death.
- If either parent has remarried or is cohabiting, please give details of partner on a continuation page.
- For female relatives, please always give previous surnames if relevant.

Occupation

- 1) FULL name and address of employer including POSTCODE.
- 2) Employer's nature of business must be specified.
- 3) If exact dates are not known, please supply approximate dates.

Previous or Current Applications with The Police Service

Please complete this part of the application detailing previous or current applications to join the Police Service.

Declaration

PLEASE READ THE DECLARATION CAREFULLY BEFORE SIGNING IT.

Personal Identification

Please include a **copy** of a form of identification with your completed application, eg, preferably passport (**or** driving licence with the paper counterpart **or** full birth certificate.) If you do not have any of these, please contact the Service Support Team on 01305 223794 for alternatives.