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**INDEPENDENT CUSTODY VISITING SCOTLAND
APPLICATION GUIDANCE**

GENERAL

Please download the 'ICVS Application Form' from the website (www.spa.police.uk). Open the form which is in a changeable PDF format and use your 'Tab' key (above caps lock) to navigate through the form, filling in only the details that are applicable to your application. There are areas where you are required to give a 'YES' or a 'NO' response, simply click into the box and a 'tick' will appear that will identify your response.

Once you have completed your form, read and check through your answers and save the file as 'INDEPENDENT CUSTODY VISITING SCOTLAND YOUR NAME'. (Add your name as the last part of title), then e-mail your application by uploading the PDF file into an e-mail as an uploaded file to:

ICVS@spa.police.uk

Title your e-mail as 'ICVS Application'.

PERSONAL DETAILS:

Personal details should be included within the relevant fields. If you are married you must include previous name(s) (including maiden name, previous married names, or name changes by deed poll). You must be over the age of 18 years.

CONTACT DETAILS:

Current permanent address is a requirement to ensure your application is progressed. If you have been residing at your current address less than **three years** please detail your previous address. Please indicate your preferred method of contact.

EMPLOYMENT:

Please detail your current occupation, employer(s), their address and how long you have been employed. If you have been employed less than **three years**, with your current employer please detail your previous employer. Or, if retired or not currently employed, please include details of your previous employer.

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CONFLICTS OF INTEREST:

Please indicate if you are currently or have previously been a police officer (UK & Internationally) and supply details of that force/service, rank, division, and dates you were serving. If you are related to any police officer you must detail your relationship, their rank and where they serve within Scotland.

You must declare if you have been or are currently employed or working within Criminal Justice community.

If you have previously been a custody visitor you must declare this.

REFERENCES:

Please supply two referees that can support your application relating to your character, integrity and suitability to becoming an Independent Custody Visitor.

Referees must not be related to you nor should you have any form of commercial interest or agreements with that person. The referee can be a past or present employer, a professional person (e.g. Doctor, Solicitor, Police Officer, etc.).

We may require to contact your referees prior to interview and it is important that you advise them of your actions and give permission to the Scottish Police Authority to contact your referees prior to interview.

PERSONAL CIRCUMSTANCES

It is important that you detail any criminal convictions irrespective of any previous vetting. You must detail any charges, cautions or convictions of any offence by any UK or non UK Police Service, 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/ juvenile.
- Been subject of an ASBO, Football Spectator Banning Order, Risk of Sexual Harm Order, or Harassment Order.
- Been issued with a Penalty Notice for Disorder or other Fixed Penalty
- Notice (other than for parking)

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- Accepted a Fiscal Fine from a Procurator Fiscal or Warning.

In addition you must also declare:

- Any involvement with the military authorities on disciplinary matters (whether involving a court-martial or not)
- Involvement in a criminal investigation (whether or not this has led to a prosecution)

Failure to disclose any of the foregoing information may result in your application being declined.

RELEVANT EXPERIENCE

Having read the material that is available (www.spa.police.uk) please detail any current or past experience or skills you may have that you can bring to this role. This may include training, responsibilities or specialist knowledge. This should be detailed in your application, however please be aware that there is a limit of 500 words, therefore the advice would be to draft your response copy it and then paste it into the cell.

FURTHER INFORMATION

This is where you have the opportunity to tell the Scottish Police Authority why you want to become an Independent Custody Visitor. The Authority is also interested as to how you heard about this scheme as it will help us in future communications and recruitment channels.

FINALLY

Read your application carefully prior to sending; remember a failure to disclose or incorrect responses may result in your application not being considered.

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