**APPOINTMENT OF LEGALLY QUALIFIED CHAIRS TO SERVE**

 **ON POLICE MISCONDUCT PANELS**



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**APPLICATION FORM**

**DEADLINE FOR APPLICATIONS:**

**Midnight 22 March 2023**

**Application Form**

**Personal Details**

Please complete clearly in black ink

|  |  |
| --- | --- |
| Surname |  |
|  |  |
| Forenames |  |
|  |  |
| Name at birth |  |
| (if different) |  |
| Date of Birth |  |
|  |  |
| Address |  |
|  |  |
| Postcode |  |
|  |  |
| Telephone No. |  |  |  |
| Private |  | Business |  |
|  |  |
| Mobile |  |  |  |

|  |  |
| --- | --- |
| E-mail address |  |

**Role applied for:**

Legally Qualified Chair

We are seeking applicants to serve all force areas so please tick **all** areas you would like to be considered for. If you have any specific preferences, please tick below and indicate your reason:

 Kent Surrey Sussex Hampshire Thames Valley

Reason for specific force area(s)

**Eligibility and Legal qualifications**

You should refer to section 3 and appendix 1 of the LQC handbook before completing this section.

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| --- | --- | --- | --- |
| Date of Call or date admitted as a solicitor |  | Bar Membership number or SRA number |  |
|  |  |
| Date completed pupillage or training contract\* |  |
|  |  |
| \*If exempt please state the reason why |  |

Please provide details of any academic, professional and/or vocational qualifications (in particular those required for eligibility to the post under section 50 of The Tribunals, Courts and Enforcement Act 2007).

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| **Qualification** | **Date obtained** |
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**Career history**

Please use the space below to provide a brief summary of your career history and other relevant experience. Please detail current appointments held.

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| --- | --- | --- |
| **Name and address of chambers/ employer/appointing body** | **Date position held (from/to)** | **Particulars of work** |
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**Additional career information**

Please use the space below to provide any additional relevant information on your career, publications and membership of specialist professional associations, which is not referenced elsewhere.

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**Reason for Application**

Please state why you are interested in becoming a LQC to preside over Police Misconduct Hearings.

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**Self-Assessment**

Before completing this section, you should refer to sections 3.0 to 3.6.8 inclusive and appendix 1 of the LQC handbook. You must provide clear evidence and particular detail about how you meet the essential and desirable criteria in less than 500 words for each section; Please explain how you have demonstrated the criteria required for the position as a legally qualified Chair. Please use specific examples to illustrate your evidence. Note form is acceptable.

**Essential and Desirable Criteria 3.1 & 3.2** (no more than 500 words)

Please describe the experience and skills you would bring to the role, including in particular how you meet any of the essential and desirable criteria

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**Intellectual capacity 3.3.1** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**Personal Qualities, Professionalism and Integrity 3.3.2** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**An ability to understand and deal fairly 3.3.3** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**Authority and Communication Skills 3.3.4** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**Efficiency 3.3.5** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**Effective Chairing 3.3.6** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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 **Equality Act 2010**

The Equality Act 2010 makes it unlawful to discriminate against individuals with protected characteristics in all areas of employment, including recruitment. We welcome applications from individuals with disabilities and where appropriate we will make adjustments to the selection process, working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so.

Do you have a health condition that requires reasonable adjustments during the selection process?

Yes/No (please delete)

Please provide details of the adjustment you would require during the selection process:

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**Character and declarations**

It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes to any question, please include any mitigating information you would like the selection panel to take into account when considering your application. If you are in any doubt please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise up to the point of appointment.

1. Have you ever been convicted of, charged with, summoned or cautioned for any criminal offence?

 (‘Spent’ convictions must be included.)

Yes / No (Please delete)

If yes, please give details.

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| --- | --- | --- | --- |
| Date | Court/police station which dealt with the matter | Offence(s) | Result |
|  |  |  |  |

1. Do you currently have, or have you at any time entered into:
	1. An Individual Voluntary Arrangement Yes / No (Please delete)
	2. Made a composition with your creditors Yes / No (Please delete)
	3. Been adjudged bankrupt Yes / No (Please delete)
	4. Been sued to judgment for any debt Yes / No (Please delete)

If yes, please give details.

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| --- | --- |
| Date | Details |
|  |  |

1. In relation to VAT or any other form of tax or rates, have you ever had proceedings brought against you, or are any proceedings pending regarding:
	1. Outstanding, or late submitted, personal returns of tax or duties and penalties or surcharges raised thereon Yes / No (Please

delete)

* 1. Outstanding debts of personal tax or duties and time to pay

arrangements Yes / No (Please delete)

* 1. Any ongoing enquiries being made into your personal returns

of tax or duties Yes / No (Please delete)

* 1. Where you are a partner, is there any ongoing enquiry into the

partnership return of tax or duties Yes / No (Please delete)

If yes, please give details.

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| --- | --- |
| Date | Details |
|  |  |

1. Have you ever had an action brought against you for professional negligence, without the matter being dismissed, or are any such proceedings pending? If you are a solicitor and such a matter has been brought against your firm in respect of a matter under your supervision, answer ‘yes’

Yes / No (Please delete)

If yes, please give details.

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| --- | --- |
| Date | Details |
|  |  |

1. Have any findings been made, or are there any proceedings pending in respect of any matter involving you personally or under your supervision, of:
	1. Professional misconduct; or
	2. Inadequate professional service brought by your professional body.

Yes / No (Please delete)

If yes please provide details of the findings or proceedings pending. Please also provide details of any disciplinary matters brought by an employer that may impact your suitability for appointment of a chair of a police misconduct hearing. You should also provide details of any investigation into such matters by the Legal Services Ombudsman or other relevant bodies.

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| --- | --- |
| Date | Details |
|  |  |

1. Is there any additional information which should be brought to the attention of the Police and Crime Commissioner which might call into question whether it is appropriate for you to be appointed as a chair of a police misconduct hearing?

Yes / No (Please delete)

If yes, please give details.

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| --- | --- |
| Date | Details |
|  |  |

**Declaration of Interests**

Please use this space to declare any interests or personal connections that may be relevant to, or in conflict with, this role. This includes any private, voluntary, charitable, or political interest which might be material and relevant to the work of the relevant Police or Police and Crime Commissioners (PCCs). These could include financial interests or shared ownership, membership of societies, activities associations or employment of a partner or friend in a particular field in which the PCCs operate. Additionally, applications will not be accepted from candidates who are under the direction and control of any Constabularies/police forces or Offices of Police & Crime Commissioners (OPCCs) in England and Wales, either as a member of staff, police officer or special constable. Lawyers/solicitors or barristers employed by any force or OPCC in England and Wales would not be eligible.

Any actual or perceived conflicts of interest detailed here may not prevent you going forward to an interview panel but will, if appropriate, be fully explored by the Panel at interview stage to establish how you would address the issue(s) should you be successfully appointed.

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**References**

Please provide the names of two referees**.** These must be people who know you in a professional capacity to comment on your suitability for the role. They will be expected to have authoritative and personal knowledge of your achievements. Referees will only be contacted with your agreement if you are successful at interview, and is a requirement of the recruitment process..

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| --- | --- |
| Name of referee |  |
|  |  |
| Occupation |  |
|  |  |
| Relationship to you |  |
|  |  |
| Address and telephone number |  |
|  | Postcode |  |
| Email address: |  |

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| --- | --- |
| Name of referee |  |
|  |  |
| Occupation |  |
|  |  |
| Relationship to you |  |
|  |  |
| Address and telephone number |  |
|  | Postcode |  |
| Email address: |  |

**Final Declaration**

I declare that all the statements I have made in this application are true and complete. I understand that knowingly making any false statements or withholding relevant information will result in the withdrawal of any offer of appointment or termination of appointment. I have also read the LQC handbook and can confirm that I meet the statutory eligibility requirements to be considered for appointment as a Chair. I also certify that I will immediately inform the selection panel of any changes in circumstances that affect the answers I have given.

I understand that any appointment will be subject to me passing any required vetting and reference checks.

If completing this form electronically I certify that the ‘typed’ signature is intended to be my signature.

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| --- | --- |
| Signed | **Please type full name and email address here if completing electronically.** |
|  |  |  |
| Date |  |  |

**The closing date for completed applications is midnight 22 March 2023**

Applications are being coordinated for the region so please send your completed application to the Office of the Police and Crime Commissioner for Hampshire and the Isle of Wight at opcc@hampshire.police.uk

Or by post to: Office of the Police and Crime Commissioner for Hampshire, The Long Barn Unit 1, Dean Farm Estate, Wickham Road, Fareham, PO17 5BN

**Equal Opportunities Form**

The Police Forces and Police & Crime Commissioners’ Office value diversity in their workforce and aim to recruit and value a workforce that reflects the diverse make-up of the community.

As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce

**Age**: Up to 21*[ ]*  22-25 *[ ]*  26-30 *[ ]*  **Sexual Orientation**: Bisexual *[ ]*

 31-35 *[ ]*  36-40 *[ ]*  41-45 *[ ]*  Gay/Lesbian *[ ]*

 46-50 *[ ]*  51-55 *[ ]*  56-60 *[ ]*  Heterosexual *[ ]*

 61-65 *[ ]*  over 65 *[ ]*  Prefer not to say *[ ]*

**Gender**: Male [ ]  **Religious Belief**: Buddhist *[ ]*

Female [ ]  Christian *[ ]*

Transgender [ ]  Hindu *[ ]*

Transexual *[ ]*  Jewish *[ ]*

Intersex *[ ]*  Muslim *[ ]*

Prefer not to say *[ ]*  Sikh *[ ]*  None *[ ]*  Other (please state) *[ ]*

**Disability**: Yes *[ ]*

No *[ ]*  Prefer not to say *[ ]*

 Prefer not to say *[ ]*

**Ethnic Origin**:

White British *[ ]*

 Irish *[ ]*

 Any other White Background *[ ]*

Mixed White and Black Caribbean *[ ]*

 White and Black African *[ ]*

 White and Asian *[ ]*

 Any other mixed background *[ ]*

Asian and Asian British Indian *[ ]*  Pakistani *[ ]*

 Bangladeshi *[ ]*

 Any other Asian background *[ ]*

Black and Black British Caribbean *[ ]*

 African *[ ]*

 Any other black background *[ ]*

Gypsy/Traveller/Romany English Gypsy *[ ]*

 Irish Traveller *[ ]*

 European Roma *[ ]*

Chinese or other ethnic group

Chinese *[ ]*

 Other ethnic group (please specify) *[ ]*