

IMPORTANT

INDEPENDENT CUSTODY VISITORS

GUIDANCE NOTES FOR APPLICANTS

Prior to Completing the Application Form

To ensure the safe and effective performance of each custody visitor, the post has a Role Description and Person Specification. It is **VITAL** that you carefully read the Person Specification for this post.

Every section of the Application Form **must** be completed. If you are unable to complete the application form yourself, you may arrange for someone else to complete this for you. However, the form must be endorsed to this effect.

Completing the Application Form

Please complete the form in BLACK ink. Please continue on a separate sheet if the space provided on the form is insufficient.

When completing the application form it is important that you give as much information as possible about the skills, experience and qualities you have that would make you a good Independent Custody Visitor. You will find it useful to refer to the Role Description and Person Specification for this purpose.

Closing Date

It is important that completed application and equality monitoring forms are returned to the Scheme Administrator by the stated closing date of **Friday 29 July 2011**. If you intend to return the forms by post, please ensure the correct postage is paid, as insufficient postage results in a significant delay - late applications will not be considered.

NB: One first-class postage stamp is sometimes insufficient. Please ensure the envelope is weighed prior to posting.

Shortlisted Applications

If you are successful in obtaining an interview, you will be informed by letter. Details of a contact telephone number will be supplied with the letter inviting you to interview and you will be required to confirm your attendance. Please note that whilst every effort is made, it is sometimes not possible to re-arrange interview dates.

Following Interview

Following interview, should you be selected for the role, a security vetting form will be forwarded to you for completion. Once the form has been returned to us **security checks will be undertaken**. Two references will also be sought who have agreed to support your application. Once satisfactory security checks and references have been received a letter offering you the position will be forwarded along with relevant information relating to the role.

A No Smoking Policy is in operation