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**APPLICATION AND SUPPORTING FORMS**

**YOUR SUBMISSION MUST INCLUDE:**

* **CV**
* **SUPPORTING STATEMENT**
* **DECLARATION**
* **REFERENCES**
* **CONFLICTS OF INTEREST**
* **POLITICAL ACTIVITY**
* **EQUAL OPPORTUNITIES MONITORING**

**Please read the person specification and eligibility criteria prior to applying and attach your CV and a statement of suitability; each should be no more than two sides of A4 in length.**

**Your statement of suitability should clearly state how you meet the requirements for the role as detailed in the person specification, using examples to demonstrate how you meet the requirements for the role.**

Please return your application to policingandcrime@westyorks-ca.gov.uk or post to:

Business Support Lead,

West Yorkshire Combined Authority, Wellington House | 40-50 Wellington Street | Leeds | LS1 2DE.

**The closing date for this vacancy is midnight on 27 November 2022.**

**DECLARATION**

I have read, understood and meet the requirements as outlined in the Eligibility Criteria and Person Specification.

I have attached my CV and statement of suitability, clearly stating how I meet the requirements for the role as detailed in the Person Specification.

By writing your name below, you declare that the information provided in this application and supporting forms is accurate to the best of your knowledge and belief.

Name: Click or tap here to enter text. Date: ………………………………

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| Address: | Telephone:  Home:  Work:  Mobile: |
| Email: | Date of Birth: |

If you do not reside in West Yorkshire, please tick this box to confirm that you work or study

in West Yorkshire.

Have you even been an Independent Member before? \*Delete as appropriate \*Yes/No

If yes, please give details: Click or tap here to enter text.

**REFERENCES**

**Please give the name, address and occupation/profession of two referees (not related to you), who you have known for three years or more who will be able to give an appropriate professional reference.**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Address: |  |  |
| Telephone No: |  |  |
| E-Mail Address: |  |  |
| Occupation: |  |  |
| Relationship to you: |  |  |

Note: Referees will be approached prior to interview unless you clearly indicate that this should not be done, giving reasons.I agree

I do not agreeReason:Click or tap here to enter text.

**APPLICATION**

**CONFLICTS OF INTEREST**

In the box below, please provide details of:

* Any **Directorships** (held in the last two years), including relevant dates and the company, possible links to the role, the Combined Authority, West Yorkshire Police or policing agency (directly or indirectly). Please include any partnerships.
* Any significant **shareholdings** in companies, which may have a relationship with the role, the Combined Authority, West Yorkshire Police, through Directorships, Trading arrangements or links (directly or indirectly) to any other policing agency.
* Any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a **family relative** or **friend**.
* Any other matter which may give rise to a potential conflict of interest.

|  |
| --- |
| Click or tap here to enter text. |

**APPLICATION**

**POLITICAL ACTIVITY**

All applicants for a public appointment should complete the question below. The question is asked as it enable the monitoring of political activity of candidates for a public appointment so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful, the information will be published in the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Please tick all relevant categories.

|  |  |
| --- | --- |
| **Holding Office** |  |
| **Public speaking** |  |
| **Made a recordable donation to a political party** |  |
| **Standing for election** |  |
| **No political activity** |  |
| **Other (please specify)** |  |

**Name of party for which activity undertaken:**

|  |
| --- |
| Click or tap here to enter text. |

**Details of involvement:**

|  |
| --- |
| Click or tap here to enter text. |

**ABOUT YOU**

The Combined Authority and West Yorkshire Police are Equal Opportunities Employers. We do not discriminate on the grounds of age, gender, marital status, race or disability.

We want to better understand who we are engaging with and hearing from. We are required to act in line with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). By asking these questions we can make sure our work reflects the diverse communities we serve.

**These questions are optional. If you choose to answer these questions you will not be identified by the information provided. It plays no part in the recruitment process.**

**What is your postcode?**

Click or tap here to enter text.

Prefer not to say

**What is your sex?**

Female/ woman

Male/ man

Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**

Yes

No

I self-describe my gender identity as:

Click or tap here to enter text.

Prefer not to say

**How old are you?**

0 – 15

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

85+

Prefer not to say

**How would you describe your ethnicity or ethnic background?**

**Asian, Asian British:**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please state:

Click or tap here to enter text.

**Black, Black British, Caribbean or African:**

African

Caribbean

Any other Black, African or Caribbean background, please state:

Click or tap here to enter text.

**Mixed or Multiple ethnic groups:**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background, please state:

Click or tap here to enter text.

**White**:

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background, please state:

Click or tap here to enter text.

**Other**

Arab

Any other ethnic group

Click or tap here to enter text.

Prefer not to say

**Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

Yes

No

Prefer not to say

**Do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?**

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

**How would you describe your sexual orientation?**

Heterosexual or straight

Gay man or gay woman / lesbian

Bisexual

I self-describe my sexual orientation as:

Click or tap here to enter text.

Prefer not to say

**What is your religion or belief?**

No religion (including atheist)

Christian

(including Church of England, Catholic, Protestant, and all other Christian denominations) Buddhist

Hindu

Jewish

Muslim

Sikh

Other (specify if you wish):

Click or tap here to enter text.

Prefer not to say

**PRIVACY NOTICE**

**We may process personal information in relation to:**

As part of this recruitment process, we will process personal information about you between West Yorkshire Police and the West Yorkshire Combined Authority. This information includes personal details; education and employment details; financial details; family details; lifestyle and social circumstances; visual images, personal appearance and behaviour. We also process sensitive personal information which includes offences and alleged offences; disciplinary and misconduct allegations; criminal proceedings, outcomes and sentences; racial and ethnic origin; religious or similar beliefs; Trade Union membership; physical or mental health and condition; information about victims of crime.

We will be processing information provided by you when you apply for one of these positions to assess your suitability for appointment and, if you are successful, in order to fulfil our contractual obligations to you, this includes information you provide for identity and vetting purposes and for equal opportunity monitoring purposes. We will also process information on political views and political party membership to ensure that the fulfilment of the role is truly independent. We also process information provided by referees to support your application.

We process personal information generated during the recruitment process, including information about assessments, tests and exercises and shortlisting and interview assessments. The recruitment process will be joint between West Yorkshire Police and West Yorkshire Combined Authority, so the information which you provide on this application will be shared with both parties.

Our contingency plans hold the emergency contact details including next of kin of our employees and volunteers. This is done so as there is a legitimate Interest in ensuring you or your next of kin can be contacted in the event of an emergency.

We process personal information, including health and welfare information, for insurance and litigation purposes. This processing is to fulfil our contractual obligations with third party insurers.

**Why we process your information:**We process this information to fulfil our contractual obligations to you and to perform a 'public task' arising from the obligations on the Mayor of West Yorkshire under the Police Reform and Social Responsibility Act 2011, the Police Reform Act 2002 and the Police Appeals Tribunals Rules 2012, Police Appeals Tribunals Rules 2020 and Police Conduct Regulations.  
  
**Who we share it with:**West Yorkshire Police process personal information relating to staff and volunteers on our behalf; to provide HR services, to pay people and to undertake vetting checks. Where vetting is carried out on volunteers or staff who are engaged by other organisations then the result of the vetting check may be shared with that organisation.

Should you be successful in your application, we will be processing personal information that you provide, including contact details and bank account details, to fulfil our contract with you - to pay salaries and expenses and we will share this with West Yorkshire Police. We also process your personal information to manage your health, safety, and performance. This information is processed to fulfil our contractual obligations to you.

With your permission, we may share your information with health care providers and advisers and insurance companies.

Personal information about senior appointments is shared with the Police and Crime Panel by way of a 'public task' with reference to the Mayor's obligations under the Police Reform and Social Responsibility Act 2011.

With your permission, we will share your information (to confirm your role) with other organisations such as financial institutions or potential, future employers, as well as the incumbent Joint Independent Audit Committee members.

On occasion, we may share your information with our professional advisers to access legal advice.

We may share personal information relating to police officer conduct and disciplinary matters with internal and external legal advisers, with members of the police appeals tribunal, with West Yorkshire Police and with other police forces where required for the purposes of investigation, in line with our legal obligations.

We are required to publish some information such as payments to senior staff and the names of people who work to directly support the Mayor and Deputy Mayor for Policing & Crime as a public task by way of the Elected Local Policing Bodies (Specified Information) Order 2012.  
  
**Your rights**You have a right to access the personal information that we process. This is a subject access request and can be made by contacting the Police and Crime Team ([policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk)). You also have the right to have inaccurate data rectified.

Where we process information on the basis of a 'public task' you have the right to object to processing. You can do this by contacting the Policing & Crime Team ([policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk)).

You can see the full privacy notice’s for the West Yorkshire Combined Authority & West Yorkshire Police via the following links: [https://www.westyorks-ca.gov.uk/policing-and-crime/privacy-policy/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westyorks-ca.gov.uk%2Fpolicing-and-crime%2Fprivacy-policy%2F&data=04%7C01%7C%7Cf8231121ca2140fd388208d9e4a50d8f%7C34e93bfcee664345a4fe805b67e480c0%7C0%7C0%7C637792219802165624%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=k8wtbbT3BzgmX5gGgXJLTlYS5L0BgpnLIefQCbvo2x4%3D&reserved=0) [https://www.westyorkshire.police.uk/advice/our-services/your-data/privacy-information-notice/privacy-information-notice](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westyorkshire.police.uk%2Fadvice%2Four-services%2Fyour-data%2Fprivacy-information-notice%2Fprivacy-information-notice&data=04%7C01%7C%7Cf8231121ca2140fd388208d9e4a50d8f%7C34e93bfcee664345a4fe805b67e480c0%7C0%7C0%7C637792219802321841%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NSMZiMnEEnQiQQ7pAKAeVJKDWge49fi%2Bk%2B7OUNJ10Yk%3D&reserved=0)