

INSPIRE  
ADEQUATE FACILITIES  
**MONITORING**  
**OVERSIGHT**  
PSNI RECRUITMENT PROCESS  
**IMPARTIAL VOLUNTEERS**  
**TRANSPARENT**  
ADEQUATE FACILITIES  
**FAIR**  
INDEPENDENT OBSERVING  
**OVERSIGHT** INDEPENDENT  
IMPARTIAL REPORTING  
ADEQUATE FACILITIES

**APPLICATION FORM**  
**INDEPENDENT COMMUNITY**  
**OBSERVER (ICO)**

## GENERAL GUIDANCE

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- 1** Please read the Applicant Information Booklet fully before you fill out this form. Please note that if completing online, the form should be downloaded and saved to your computer before filling in.
- 2** Please note Section 3 – who cannot be an ICO.
- 3** You must complete all parts of this Application Form as failure to do so may result in your application not being progressed. Please use the checklist in Section 9.
- 4** Please submit **this form** only; supplementary material such as CVs will not be considered.
- 5** Electronic versions of completed application forms are encouraged via e-mail to **[communityobserverrecruitment@nipolicingboard.org.uk](mailto:communityobserverrecruitment@nipolicingboard.org.uk)**
- 6** Handwritten applications should be completed using legible writing and black ink and returned to the following address:  
  
Community Observer Recruitment  
**Northern Ireland Policing Board**  
James House  
Block D  
2-4 Cromac Avenue  
Gasworks  
Belfast BT7 2JA
- 7** Please note that not all applications will be successful.
- 8** As this is a rolling recruitment campaign, the Board will aim to hold informal interviews as and when new ICOs are required. Board Officials will advise you of an indicative time frame once your application form has been processed.
- 9** If you have any questions please contact us at **[communityobserverrecruitment@nipolicingboard.org.uk](mailto:communityobserverrecruitment@nipolicingboard.org.uk)** or on 028 9040 8500.

## **SECTION 1: PERSONAL DETAILS**

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The information requested under this section must be fully completed by all applicants. The Board will use the information you provide when considering the appointment of Independent Community Observers (ICOs). The Board will process your personal data in accordance with the General Data Protection Regulation/Data Protection Act 2018. Please see our Privacy Notice for full details at Section 7 of the Applicant Information Booklet.

**Title:**

**Forename:**

**Known as:**

**Surname:**

**Current address:**

**Postcode:**

**Nationality:**

**Email address:**

**Contact telephone number:**

**For internal use only:**

Candidate Reference Number:

Date Received:

## SECTION 2: BACKGROUND

Have you previously been an ICO? **YES** **NO**

If Yes, have you had a break of 1 year or more from the Scheme? **YES** **NO**

## SECTION 3: WHO CANNOT BE AN ICO

Please mark an 'X' in the box to confirm you are not:

A former or serving police officer

Police support staff

Involved in the criminal justice system (where there is deemed to be a conflict of interest)

A former or serving Policing Board Member or Policing Board Staff

Convicted in Northern Ireland or elsewhere of any offence and have had a sentence of imprisonment passed, whether suspended or not

Involved in any part of the PSNI recruitment process (for example as part of paid employment with the independent agency contracted to deliver the recruitment campaigns)

**Please note that  
if you DO NOT complete  
any of the questions above,  
it may affect your eligibility to  
become an ICO.**

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## SECTION 4: WHO CAN BE AN ICO

Please mark an 'X' in the box to confirm you meet the following requirements:

Effective communicator both verbally and in writing

Ability to demonstrate discretion and an impartial view in relation to all parties involved in the ICO process

Ability to maintain confidentiality and adhere to policies and procedures

Ability to work as part of a team

Ability to make sound judgements

Aged over 18

Have access to a form of transport to meet the requirements of the post in full

Ability to meet the necessary time commitments involved in carrying out visits set by the Board, approximately 20 hours annually

A commitment to continued development and participation in any necessary training to carry out the role

Access to information technology (i.e. computer, tablet or mobile phone) for email/communication in relation to role

Legally entitled to volunteer in the UK

**Please note that  
if you DO NOT complete  
any of the questions above,  
it may affect your eligibility to  
become an ICO.**

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Date Received:

## **SECTION 5: PERSONAL STATEMENT**

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1. Why do you wish to become an ICO?

1,600 characters maximum

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## **SECTION 5: PERSONAL STATEMENT**

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2. Please give details, including examples, which you think demonstrate how you have the qualities needed to be an ICO. This can be in a work, volunteer or a personal capacity.

1,600 characters maximum

**For internal use only:**

Candidate Reference Number:

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## **SECTION 5: PERSONAL STATEMENT**

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3. Please outline your experience of when you have demonstrated effective written and verbal communication skills. This can be in a work, volunteer or a personal capacity.

1,600 characters maximum

**For internal use only:**

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## **SECTION 5: PERSONAL STATEMENT**

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4. Please outline your experience of being part of a team, in which you had to use sound judgement to make effective decisions; please explain your role in the team. This can be in a work, volunteer or a personal capacity.

1,600 characters maximum

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## **SECTION 6: REASONABLE ADJUSTMENTS**

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To ensure all applicants have the opportunity to perform to the best of their ability, without barriers in an informal interview situation, should you require any form of reasonable adjustment/s due to a disability, or if you feel you qualify under the Guaranteed Interview Scheme, please provide full details of the adjustment/s required.

If you were to be successfully appointed, you must provide full details of the adjustment/s required and provide appropriate evidence to support your request.

We will only advise the interview panel of adjustments they need to know about in managing the informal interviews.

If you have any questions about your specific needs, or would like to give us more information, please contact [communityobserverrecruitment@nipolicingboard.org.uk](mailto:communityobserverrecruitment@nipolicingboard.org.uk) or on 028 9040 8500.

### **For internal use only:**

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## SECTION 7: DECLARATION

I declare that the information I have provided is accurate to the best of my knowledge and belief. I will inform the Board of any change/s in my circumstances which may occur between the date of my application and any possible date of appointment.

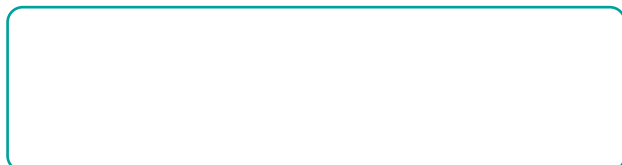
I confirm that I have read and understood the Board's Privacy Notice (section 7 in the Application Information Booklet) which sets out how they will handle my personal information.

I understand that:


- The ICO role will be subject to the receipt of satisfactory security vetting checks
- If any information provided is found to be untrue, or is found to have been deliberately withheld, this will result in the volunteer relationship being brought to an end

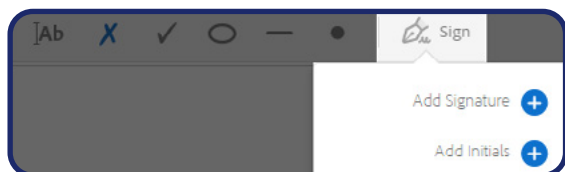
**Signed:**

**Date:**



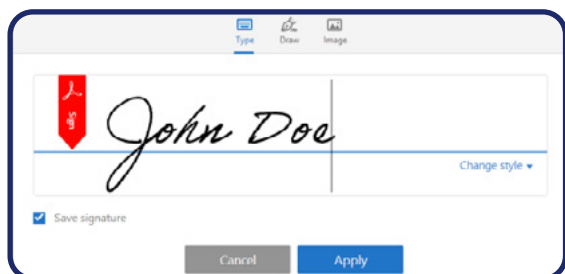
To sign the PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

1. Open the PDF document in Adobe Acrobat Reader, and click **Fill & Sign** in the right pane.
2. Click the Sign icon  in the Fill & Sign toolbar, then choose whether you want to add your signature or initials.



**If you have already added signatures or initials previously they are displayed as options to choose from.**

3. If you've already added your signature or initials, just select it from the Sign options, and then click to the place in the signature area.



**If you are signing for the first time, you see the Signature or Initials panel. Left is an example of the Signature panel.**

**You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.**

4. Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

### For internal use only:

Candidate Reference Number:

Date Received:

**How did you hear about this opportunity?**

Policing Board Website

Media

Family member/friend

.....  
Social Media

(Please state e.g. Facebook):  
.....

Other

**Thank you for taking the time to complete this application**

**For internal use only:**

Candidate Reference Number:

Date Received:

## **SECTION 8: EQUAL OPPORTUNITIES MONITORING**

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**Return completed as part of your application form**

### **IN CONFIDENCE**

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Please note that this section of the form is regarded as part of your application, failure to complete and return it will result in your application not being progressed.

It is the policy of the Board to ensure that all eligible persons have equal opportunity for volunteer roles based on their ability, qualifications and aptitude for the role. The Board is committed to equal opportunities and welcomes applications from eligible candidates irrespective of their religious belief, political opinion, gender, including gender reassignment, disability, age, race, marital/civil partnership status, sexuality or whether or not they have dependants.

Monitoring is carried out to ensure that the equal opportunity policy of the Board is effectively implemented. For further details of what characteristics are monitored, how this information is used and the steps taken to protect the confidentiality of individual records, please see the Board's Equality Scheme which is available from the Scheme Administrator or can be downloaded from [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).

Alternative formats of our Equality Scheme are available upon request to [communityobserverrecruitment@nipolicingboard.org.uk](mailto:communityobserverrecruitment@nipolicingboard.org.uk) or 028 9040 8500.

Please tick the relevant boxes:

### Gender

Male

Female

### Date of Birth:

### Community Background

Please indicate your community background:

I have a Protestant community background

I have a Roman Catholic community background

I have neither a Protestant or Roman Catholic community background

### Disability

The Disability Discrimination Act (DDA) defines disability as a *“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”*.

### Do you consider yourself to have a disability?

Yes

No

### Race

Please indicate your race:

White

Black Caribbean

Chinese

Pakistani

Black African

Bangladeshi

Black Other

Indian

### Are you a member of a Mixed Ethnic Group?

Yes

No

### Are you a member of the Irish Travelling Community?

Yes

No

If you are of other ethnic origin, please specify in the space below:

### For internal use only:

Candidate Reference Number:

Date Received:

**Sexual Orientation**

My sexual orientation is towards someone:

Of the same sex (this covers  
homosexual men and women)

Of the same sex and of the opposite sex  
(this covers bisexual men and women)

Of a different sex (this covers  
heterosexual men and women)

**Dependants**

Do you have a personal responsibility for the  
care of a child or children, a person/s with a  
disability or a dependant older person?

Yes

No

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**Marital Status**

Please indicate your marital status by ticking  
one box below:

Single, that is never married  
or in a civil partnership

Married

Separated, but still legally married

Divorced

Widowed

In a civil partnership

Separated, but still legally in a civil  
partnership

Formerly in a civil partnership  
which is now legally dissolved

Surviving partner from a civil  
partnership

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## **SECTION 9: CHECKLIST**

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- 1.** Have you filled in Sections 1 - 6?
- 2.** Have you signed and dated Section 7 - Declaration?
- 3.** Have you completed Section 8 - Equal Opportunities Monitoring form?
- 4.** Have you ticked all the appropriate boxes?

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IMPARTIAL REPORTING  
FAIR

**Northern Ireland Policing Board**

James House  
Block D  
2-4 Cromac Avenue  
Gasworks  
Belfast BT7 2JA



028 9040 8500



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www.nipolicingboard.org.uk



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@nipolicingboard



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Northernirelandpolicingboard

