**Work Experience Application Form**

**Notes**

* You should complete this application form if you want to complete a period of work experience or a placement with us. We will assess your application based primarily on the content of your statement, and from that will decide whether to invite you for an interview.
* Answer **ALL** questions by providing the required information or ticking the appropriate box. If any question or part of a question does not apply to you write **"NOT APPLICABLE".** Please ensure that you are clear about the dates you want for the placement.
* The Police and Crime Commissioner is committed to our office representing the communities we serve. We offer placements to everyone and particularly welcome applications from those from a diverse background. We are also committed to the employment and career development of disabled people, and encourage you to let us know if there are any reasonable adjustments to enable you to complete the placement.
* All information you provide will be treated in accordance with our Privacy Policy available on our website
* If you have any queries in relation to completing the application form please telephone (0121) 626 6060. Applications to be uploaded to the website or sent to [wmpcc@west-midlands.pnn.police.uk](mailto:wmpcc@west-midlands.pnn.police.uk)

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Preferred Telephone Number** |  |
| **Email Address** |  |
| **Nationality** |  |
| To your knowledge, **are you related to the West Midlands Police and Crime Commissioner or to any member of OPCC staff**?  If yes please state their name and relationship to you. |  |
| We support people with disabilities. Are there any arrangements we could make to assist you if you are invited to attend for interview or your placements? |  |

|  |  |
| --- | --- |
| **School / University Name** (if applicable) |  |
| **Key contact** |  |
| **Email** |  |
| **Telephone** |  |

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| **Dates requested for placement**  **Please provide alternative dates (e.g. 2nd - 6th July 2021)** |  |

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name of Institution** | **Qualifications gained** | **Subject and grade** |
|  |  |  |  |  |
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**Employment / Other work experience:**

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| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name, address, nature of business or community activity** | **Position held and brief outline of role/duties** | **Salary** |
|  |  |  |  |  |
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| **Please write a statement (up to a page, not just a few words) to outline why you want this placement and what skills and experience you want to gain from your time with us. We will assess your suitability for interview based on your response in this section.** |
|  |

**References**

|  |  |  |
| --- | --- | --- |
|  | **Name, Organisation, Address and Contact Details** | **Relationship to you** |
| **Reference 1** (should be your current school/college unless a reason why not – if so please state) |  |  |
| **Reference 2** |  |  |

**Areas of Interest**

During your working week, much of you work will be focused on what you select below. **Do not worry as this will not be set in stone**, we will clarify your preferred area (s) of interest during the interview stage.

**Please indicate below your preferred area of interest within the OPCC based on the descriptions below. You can select several areas.**

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| --- | --- |
| **Teams in the OPCC** | **Yes/No** |
| **Business Support**  Business Support handles the administrative functions of the OPCC: corresponding with members of the public. Dealing with casework, Human resources, minute meetings, assisting with Complaints Reviews, processing payments, Recruitment, formatting reports and reception duties. | **Y/N** |
| **Policy**  The policy team’s primary goal is to help deliver the priorities that the Commissioner sets out in their Police and Crime Plan. Ultimately, they are working to tackle the issues that police deal with on a day to day basis. The team’s work covers a huge array of subject areas including anything from unauthorised encampments to roads policing. Regular tasks include: convening partners together to work on new ideas, overseeing the commissioning of projects, research on a specific policy area, preparing briefing documents for senior staff and working to lobby Government at a national level. | **Y/N** |
| **Internal Audit**  Internal audit works across both the OPCC and West Midlands Police to provide assurance to senior managers that legislation, policies and processes set nationally or locally within the organisation are being complied with.  The work can range from how we pay our staff and suppliers to how police officers respond to incidents and manage offenders. | **Y/N** |
| **Communications**  Communications supports the Commissioner, Deputy Commissioner, Chief Executive and Deputy Chief Executive through: preparing briefing papers, accompanying the PCC/DPCC/CEX/DCEX to meetings, liaising with stakeholders on their behalf, liaising with the media, and producing press releases, speeches and website content. | **Y/N** |
| **Violence Reduction Unit**  The Violence Reduction Unit works to reduce the causes that lead to people into committing violent acts, through time and cooperation with huge range of organisations. The main five strands to the VRU’s work include, supporting:   1. Communities and professionals to work together 2. Interventions to prevent violence 3. The use of evidence to inform decisions 4. Leaders to connect around a shared long term ambition 5. Production of guidance, advice and toolkits. | **Y/N** |

**If “Policy” was chosen, please select your preferred Policy area below.**

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| --- | --- |
| Substance misuse | **Y/N** |
| Stop & Search | **Y/N** |
| Fraud | **Y/N** |
| Victims | **Y/N** |
| Mental Health | **Y/N** |

**Declaration**

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| --- | --- | --- | --- | --- |
| I declare that the information given on this application form is to my knowledge true. I understand that if it is subsequently discovered that any statement is false or misleading, any offer of appointment may be withdrawn or I may be removed from office by written notice from the Police and Crime Commissioner.  I declare that all the statements I have made in this application are true to the best of my knowledge and belief. | |  | | --- | | e-Signature: | |  | | Date: | |