

# APPLICATION FORM | INTERNAL CONVERSION PROGRAMME - PRISON OFFICER

This form is to be used by all prison service staff who wish to apply for conversion to prison officer through internal arrangements.

PLEASE COMPLETE THIS FORM USING BLUE OR BLACK INK

**POST/LOCATION APPLIED FOR:** \_\_\_\_\_

**PERSONAL INFORMATION**

Mr   
  Mrs   
  Miss   
  Ms   
  Title – Dr etc.

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Official address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Work phone number: \_\_\_\_\_

**CURRENT EMPLOYMENT STATUS**

National Insurance or DPS number: \_\_\_\_\_ Current substantive grade: \_\_\_\_\_

Date appointed to grade: \_\_\_\_\_

Are you a casual appointee?      Yes  No

Are you a fixed term appointee?      Yes  No

**ELIGIBILITY**

Are you aged between 18½ years and 57 years?      Yes  No

Do you meet the eyesight standard to be a prison officer (corrected vision of Snellen 6/12 or better in each eye)?      Yes  No

As a prison officer you will be required to work night shifts and may be required to work anywhere in England or Wales. Do you accept these conditions?      Yes  No

Have you previously applied to be a prison officer?      Yes  No

If so please state where and when \_\_\_\_\_

For official use: Candidate reference number \_\_\_\_\_

# MEMBERSHIP OF GROUPS AND ORGANISATIONS WITH RACIST PHILOSOPHY, AIMS, PRINCIPLES OR POLICIES

The Prison Service has a policy of prohibiting staff from being members of groups or organisations considered to have racist philosophy, principles, aims or policies. This supports the Service's declared principles and policy for promoting and sustaining racial equality and harmony. Before processing your application, we require that you provide confirmation that you are not a member of such an organisation.

Staff in the Prison Service are not permitted to be a member of the following organisations:

- British National Party
- National Front
- Combat 18

PLUS any other group or organisation promoting racism. RACISM is defined as:

*"Racism, in general terms, consists of conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. In its more subtle form it is as damaging as in its overt form"* – Stephen Lawrence Report.

Please tick the appropriate box and return with the application form:

I am not a member of any of the groups or organisations listed above nor any other with racist philosophy, aims, principles or policies within the definition provided.

I am a member of \_\_\_\_\_ (Please specify) but unsure as to whether this will be prohibited by the Prison Service and therefore request clarification.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GOVERNING GOVERNOR/HEAD OF GROUP APPROVAL

Has the applicant successfully completed probation (in the case of casual appointees have they given satisfactory service over a comparable timescale)? Yes  No

Is the applicant subject to any outstanding disciplinary investigation or hearing? Yes  No

Delete as appropriate

I confirm that the applicant has a satisfactory performance, attendance and conduct record.

In my opinion th applicant is not suitable to be employed as a prison officer, if so please give reasons: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EQUAL OPPORTUNITIES

The Prison Service is committed to a policy of equal opportunity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Selection for a post will be based on merit.

The Equal Opportunities Policy demonstrates a commitment to job applicants and those involved in staff selection that the recruitment process will be conducted fairly and consistently. With this in mind, all stages of the recruitment process will be monitored. This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

## Ethnic Classification Questionnaire

Which groups do you most identify with?

Please tick only **one** box in column A **and** ONE box in column B. (The options are listed alphabetically).

### Column A

- (A)  British or mixed British
  - (B)  English
  - (C)  Irish
  - (D)  Scottish
  - (E)  Welsh
  - (F)  Or any other  
(specify if you wish)
- 

### Column B

#### ASIAN

- (A)  Bangladeshi
  - (B)  Indian
  - (C)  Pakistani
  - (D)  Any other Asian background  
(specify if you wish)
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#### BLACK

- (E)  African
  - (F)  Caribbean
  - (G)  Any other black background  
(specify if you wish)
- 

#### CHINESE

- (H)  Any Chinese background  
(specify if you wish)
- 

#### MIXED ETHNIC BACKGROUND

- (I)  Asian and white
  - (J)  Black African and white
  - (K)  Black Caribbean and white
  - (L)  Any other mixed ethnic background  
(specify if you wish)
- 

#### WHITE

- (M)  Any white background  
(specify if you wish)
- 

#### ANY OTHER ETHNIC BACKGROUND

- (N)  Any other ethnic background  
(specify if you wish)
-

The Prison Service is working towards equal opportunities and actively encourages applications from people with disabilities.

The Disability Discrimination Act 1995 defines a person with a disability as someone who has: A physical or mental impairment which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities. Long-term means that the disability will last, or be expected to last, for 12 months or is expected to become substantial.

Taking account of the above definition, do you consider yourself to have a disability?

Yes  No

## APPLICATION FOR A GUARANTEED INTERVIEW FOR A PERSON WITH A DISABILITY



We are using the Guaranteed Interview Scheme (GIS) when filling all posts because we recognise that people with disabilities may have been disadvantaged in their employment opportunities.

Applicants with disabilities who meet the advertised minimum criteria for the job and apply under GIS will be guaranteed an interview. If you consider you have a disability and wish to apply for a guaranteed interview, please complete the following:

Name: \_\_\_\_\_

Nature of disability: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not obvious, please state how this disability affects you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require particular facilities etc during the selection process? If so please provide details:

*(Any false declaration of disability to obtain an interview may invalidate the contract of employment/posting.)*

\_\_\_\_\_  
\_\_\_\_\_