



# APPLICATION FORM

## Welcome to the Joint Civil Aid Corps (the Corps).

Thank you for taking the first steps to becoming a Civil Defender for your community and the Nation as a whole. The information given within this application document will remain confidential within the stipulations mentioned throughout the form. The aim of the form is to provide the necessary information to enable you to get the best out of your experience during your service, as well as giving the Corps volunteers who are motivated and willing to build a successful organisation.

To that end, please make sure you read and complete the whole form to the best of your ability. If you have experience with either outdated or no formal qualifications, please feel free to send a separate sheet giving details. These will be taken into consideration.

Please note: The document is a 'fillable' PDF form enabling you to complete it using any electronic device, such as a PC, pad/tablet, or phone (however, using a phone will be difficult due to screen size). Simply click/select the cell to fill in or on the check box to complete your answer.

Once complete, please return to either your Regional Chief Officer, Station Commander, or directly to [recruitment@jcac.org.uk](mailto:recruitment@jcac.org.uk).

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# APPLICATION FORM

## Application Form for membership of Joint Civil Aid Corps

Which would you like to volunteer for:

- Civil Aid Volunteer Corps
- Community Resilience Volunteer
- Civil Cadet Corps

Would you consider a different position with JCAC if offered?

- Yes  | No

What stream are you interested in following?

- Administration\*     Support\*\*     Training\*\*\*     Operations

\*To include, but not restricted to: Administration, Finance, Human Resourcing, Public Relations/Media, Legal, H&S

\*\*To include, but not restricted to: Logistics, Catering, Welfare/Counselling, Chaplaincy, Mechanical Support, Community Resilience, Cadet Instructors

\*\*\*For experienced and qualified trainers.

### Section 1: Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N°:

Daytime Telephone N°:

Mobile Telephone N°:

E-mail address:

Next of Kin:

Address:

Telephone:

As an applicant for a post with the Joint Civil Aid Corps, you have expressed an interest in a challenging but rewarding organisation. If successful, you must understand that you will often find yourself in situations not commonly found in other working environments. Before proceeding with this application, please take a moment to consider your role with JCAC and the potential to be involved with situation that may be distressing, or overwhelming. There will always be support available; however, applicants wishing to take on a frontline operational role (opposed to support), should be aware there will be times of high risk. Please take a moment for consideration before proceeding. Training and discipline will mitigate some risks, but they will still be there.



## Section 2: Employment and/or Relevant Volunteer Experience

**Volunteer experience** – If you have been a member of a voluntary organisation previously, or presently, please give details below

**Name of organisation:**

**Address:**

**Postcode:**

**Role Title:**

**Start date:**


**Description of duties or volunteer experience:**

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## Section 3. Other Training and Qualifications (that you feel is relevant to the application)

Establishment	Qualification / Course title	Grade & date obtained



## Section 4: Personal and Supporting Statement
























Please use this section to explain in detail why you want to volunteer with Joint Civil Aid Corps and why you think you would make a great addition to our dedicated team. If you are or have been involved in voluntary activities, please also include any relevant information (max 750 words).

Continue on a separate sheet if necessary:



## Section 5: Interests and Abilities:

Please check the following roles that might be of interest to you, or already have experience in. The Corps is always looking for skilled and experienced people in all areas to help with the development of the organisation, and this will help us move forward together within role/s you are interested in.

Role	Interested	Skilled	Expert
 Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Human Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Auxiliary Firefighter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Auxiliary Fire Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Chaplaincy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Communications (Signals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Community Communications/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Control Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Drum Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Engineering (Pioneering/Sapping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Evacuation Medics (First Aiders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Guardians (Security & Recon)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Guardian K9s (Security Dogs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Guardians Support (Security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Inspectorate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role	Interested	Skilled	Expert
 Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Mechanical Aid & Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Medical Aid (Medical Professionals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Meteorology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Music Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Operational Preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Physical Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Pipe Band	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Publications & Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Research & Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Safeguarding & Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Search and Rescue (Land/Urban)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Search and Rescue (Waterborne)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Search and Rescue (Dog Support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Training Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Training (Exercises & Combined Training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Training Hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Training Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Webmasters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Welfare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Title: Application Form

Reference: A.HQ.10.13.002

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Date:

Status:

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Version/Issue:

6.0

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28 Mar 2022

**Section 6: Protecting Children and Vulnerable Adults****Rehabilitation of Offenders Act (1974) Declaration of convictions**

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all unspent convictions and cautions are disclosed. All successful applicants will be subject to an Enhanced Criminal Records Bureau check.

1. Have you had a DBS/CRB/DSC/PVG/Access NI Vetting check in the past 12 months? Yes  No
2. Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge? Yes  No
3. Are you aware of any police enquiries undertaken, following allegations made against you, which may have a bearing on your suitability for this post? Yes  No

If yes, to question 1, please give date and other relevant information.

If yes, to either of questions 2 or 3 above, please give details/dates of offence(s) and sentence, (continue on a separate sheet if necessary):

**Section 7: Health (Declaration)**

I confirm that to the best of my knowledge, there is no reason in respect of my physical or mental health why I should not be able to carry out fully the tasks described within the area of my chosen role. I understand that I will have to be physically capable of the relevant duties involved with that role within the Joint Civil Aid Corps.

*(Please note: The Corps' policy is for our volunteers to be appropriately fit for their role. Some roles are more demanding than others and we take a common-sense approach to suitability, but this by no means forms a barrier to playing your part in the Corps. Frontline roles will require physical fitness testing, depending on the role. The Corps may also suggest alternative roles when appropriate).*

Yes  No

If 'No', please give details:

**Section 8: Declaration**

Are you related to a member of the Joint Civil Aid Corps or a Trustee? Yes  No

If 'yes', please give name:  relationship:

I declare that to the best of my knowledge and belief the above information is true.

*(Please note: Should any answers to the questions on this application form be found to be false, or should there be any wilful omission, or suppression of any material fact, your application may be disqualified or, if appointed, you will be liable to disciplinary action which may lead to your dismissal).*

**Please note: If you do not have an electronic signature, the JCAC will take your emailed application as your agreement to the declaration above.**

Signed:

Date:



**RETURNING THIS FORM**

**By Hand or Post:**

JCAC Recruitment  
20 Crowborough Lane  
Kents Hill  
Milton Keynes  
MK7 6HF

**By e-mail:**

recruitment@jcac.org.uk

**Enquiries:**

**Tel:** 01908 973101

Joint Civil Aid Corps undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide us with, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulation 2016.

If you are returning this form by email, you will be asked to sign your application upon meeting with a member of the executive board.

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

All appointments are subject to an enhanced DBS/CRB/DSC/PVG/Access NI Vetting checks (as relevant to the Country within in the UK) disclosure and satisfactory reference checks before any candidate is offered a post.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

**Media**

Please state where you saw this post advertised:

**MEDIA AND PHOTOGRAPHS**

The Corps often records online meetings and training for internal purposes only. This is primarily done through video calls and will be made available to members only for reference and to enable people who were unavailable to update themselves. To this end, it should be assumed that group calls and training will be recorded, but not necessarily kept and used.

Any problems or concerns should be taken up with the senior officer responsible for the call/training after the call, and appropriate action taken.

Photos and film footage taken during training and other activities may be used by the Corps in their publications, social media sites, websites, and external media (TV, internet, newspapers), etc. Those involved will be informed and given the opportunity to participate or not.

**Declaration**

I confirm, through this declaration, that I have read and understand the use of media by the Corps, as stated above, and agree to the use of media under the stipulations given.

I am also aware that I may change this agreement at any time by contacting, in writing, the Director of Administrator (AZ Branch) of The Joint Civil Aid Corps (aco.az@jcac.org.uk).

Please note: If you do not have an electronic signature, the JCAC will take your emailed application as your agreement to the declaration above.

Signed:

Date:



## DATA PRIVACY (GDPR) CONSENT FORM

Due to GDPR (general data protection regulation) rules being in force (as of 24th May 2018), all organisations are required to obtain permission and agreement from each individual on how their personal information can/will be used and stored by the organisation. For this reason, you are required to read the information below and, assuming you are happy with the content, please sign the declaration to show you have read and understand the information given.

All personal information held by The Joint Civil Aid Corps (the Corps) will be held and used as follows, unless formally informed and agreed with:

- Completed membership forms, containing all personal details, will be printed, if required, and stored as a paper copy, and held within a secure file in the main office at the Corps' Headquarters. However, pertinent information may be stored electronically as necessary, to manage and facilitate training, qualifications, and when necessary for safety reasons, medical information to ensure it is readily available should an emergency happen. Any electronic files will be secured on either an encrypted cloud area or on a hard drive not permanently connected online. This information will not be shared with any outside organisations or bodies without the prior consent of the person named, or in the case of a medical emergency.
- Members' personal email addresses are stored on the Corps membership list, for ease of contact should Corps' emails become inaccessible. Access to the file is restricted to the following personnel only:
  - Chief Officer (Commandant)
  - National Deputy Chief Officer (Chief of Staff)
  - Director of Administration (AZ Branch)
  - Deputy Director of Human Resourcing Department, AZ Branch (DDHR) – or other staff within the department under the control and with permission of the DDHR for direct contact purposes only.
- Once agreed, Members' telephone numbers are shared on the Corps' contact directory and will be shared internally only to enable clear contact, and to allow operational callouts, coordination, and training.
- In the case of email addresses and telephone numbers – this information will be used for Corps business only and not shared with any other organisation or body without the prior consent of the person named.
- Additional medical forms may be required when undertaking activities and/or camps in order to ensure the information is up to date, and include any medication being taken at that time. These forms will be stored as a paper copy only in a secure file, in a secure medical area on site to ensure they are available if necessary for emergency purposes, and will be under the control of the senior medical officer attending. This information will not be shared with any outside organisations or bodies without the prior consent of the person named, or in the case of a medical emergency. These forms will be kept for the duration of the activity/camp and then securely disposed of except in the event of a medical incident whereby they will be stored securely for a period of not more than 7 years.

### Declaration (GDPR)

**I agree, through this declaration, for my details to be held and used, by the Corps, as stated above.**

**I am also aware that I may change these permission/consents at any time by contacting, in writing, the Director of Administrator (AZ Branch) of The Joint Civil Aid Corps ([aco.az@jcac.org.uk](mailto:aco.az@jcac.org.uk)).**

**Please note: If you do not have an electronic signature, the JCAC will take your emailed application as your agreement to the declaration above.**

Signed:

Date: