**APPOINTMENT OF LEGALLY QUALIFIED PERSONS TO ADVISE**

**POLICE GROSS MISCONDUCT PANELS**



 

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| http://lewesnwa.org.uk/images/spcc.png |  |

**APPLICANATION FORM**

**DEADLINE FOR APPLICATIONS:   
25th May 2025**

***Application Form***

**Personal Details**

Please complete clearly in black ink

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | | | |
|  |  | | | |
| Forenames |  | | | |
|  |  | | | |
| Name at birth |  | | | |
| (if different) |  | | | |
|  |  | | | |
| Address |  | | | |
|  |  | | | |
| Postcode |  | | | |
|  |  | | | |
| Telephone No. |  |  | |  |
| Private |  | | Business |  |
|  |  | | | |
| Mobile |  | |  |  |

|  |  |
| --- | --- |
| E-mail address |  |

**Post applied for:**

Legally Qualified Person

We are seeking applicants to work in all force areas. If you have any specific preferences, please tick below and indicate your reason:

Kent Surrey Sussex Hampshire Thames Valley

Reason for specific force area(s)

**Eligibility and Legal qualifications**

*You should refer to the LQP handbook before completing this section.*

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| --- | --- | --- | --- | --- |
| *Date of Call or date admitted as a solicitor* |  | *Bar Membership number or SRA number* |  | |
|  |  | | |
| *Date completed pupillage or training contract\** |  | | |
|  |  | | |
| *\*If exempt please state the reason why* |  | | |

Please provide details of any academic, professional and/or vocational qualifications (in particular those required for eligibility to the post under section 50 of the Tribunals, Courts and Enforcement Act 2007).

|  |  |
| --- | --- |
| Qualification | Date obtained |
|  |  |

**Career history**

Please use the space below to provide a brief summary of your career history and other relevant experience. Please detail current appointments held.

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| --- | --- | --- |
| **Name and address of chambers/ employer/appointing body** | **Date position held (from/to)** | **Particulars of work** |
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**Additional career information**

Please use the space below to provide any additional relevant information on your career, publications and membership of specialist professional associations, which is not referenced elsewhere.

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**Reason for Application**

Please state why you are interested in becoming a Legally Qualified Person to advise Police Misconduct Hearings.

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**Self-Assessment**

Before completing this section, you should refer to the LQP handbook. You must provide clear evidence and particular detail about how you meet the essential criteria; and provide no more than 500 words for each of these and the personal qualities. Please explain how you have demonstrated the criteria required for the position as a Legally Qualified Person. Please use specific examples to illustrate your evidence. Note form is acceptable.

**Essential Criteria**

**Intellectual capacity** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**An ability to understand and deal fairly** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

|  |
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**Authority and Communication Skills** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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|  |

**Efficiency** (no more than 500 words)

Please give examples which meet the criteria set out in the Person Specification

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**Personal Qualities: Professionalism and Integrity** (no more than 500 words)

**Personal Qualities: Commitment to Equality, Diversity and Inclusion** (no more than 500 words)

**Equality Act 2010**

The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. We welcome applications from individuals with disabilities and where appropriate we will make adjustments to the selection process, working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so.

Do you have a health condition that requires adjustments during the selection process?

Yes/No (please delete)

Please provide details of the adjustment you would require during the selection process:

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**Character and declarations**

It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes to any question, please include any mitigating information you would like the selection panel to take into account when considering your application. If you are in any doubt please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise up to the point of appointment.

1. Have you ever been convicted of, charged with, summoned or cautioned for any criminal offence?

(‘Spent’ convictions must be included.)

Yes / No (Please delete)

If yes, please give details.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court/police station which dealt with the matter | Offence(s) | Result |
|  |  |  |  |

1. Do you currently have, or have you at any time entered into:
2. An Individual Voluntary Arrangement Yes / No (Please delete)
3. Made a composition with your creditors Yes / No (Please delete)
4. Been adjudged bankrupt Yes / No (Please delete)
5. Been sued to judgment for any debt Yes / No (Please delete)

If yes, please give details.

|  |  |
| --- | --- |
| Date | Details |
|  |  |

1. In relation to VAT or any other form of tax or rates, have you ever had proceedings brought against you, or are any proceedings pending regarding:
2. Outstanding, or late submitted, personal returns of tax or duties

and penalties or surcharges raised thereon Yes / No (Please delete)

1. Outstanding debts of personal tax or duties and time to pay

arrangements Yes / No (Please delete)

1. Any ongoing enquiries being made into your personal returns

of tax or duties Yes / No (Please delete)

1. Where you are a partner, is there any ongoing enquiry into the

partnership return of tax or duties Yes / No (Please delete)

If yes, please give details.

|  |  |
| --- | --- |
| Date | Details |
|  |  |

1. Have you ever had an action brought against you for professional negligence, without the matter being dismissed, or are any such proceedings pending? If you are a solicitor and such a matter has been brought against your firm in respect of a matter under your supervision, answer ‘yes’

Yes / No (Please delete)

If yes, please give details.

|  |  |
| --- | --- |
| Date | Details |
|  |  |

1. Have any findings been made, or are there any proceedings pending in respect of any matter involving you personally or under your supervision, of:
2. Professional misconduct; or
3. Inadequate professional service brought by your professional body.

Yes / No (Please delete)

If yes please provide details of the findings or proceedings pending. Please also provide details of any disciplinary matters brought by an employer that may impact your suitability for appointment as a LQP for a police misconduct hearing. You should also provide details of any investigation into such matters by the Legal Services Ombudsman or other relevant bodies.

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| --- | --- |
| Date | Details |
|  |  |

1. Is there any additional information which should be brought to the attention of the Commissioners’ which might call into question whether it is appropriate for you to be appointed as a LQP for a police misconduct hearing?

Yes / No (Please delete)

If yes, please give details.

|  |  |
| --- | --- |
| Date | Details |
|  |  |

**Declaration of Interests**

Please use this space to declare any interests or personal connections that may be relevant to, or in conflict with, this post. This includes any private, voluntary, charitable, or political interest which might be material and relevant to the work of the relevant Police or Police and Crime Commissioners (PCCs). These could include financial interests or shared ownership, membership of societies, activities associations or employment of a partner or friend in a particular field in which the PCCs operate. Additionally, applications will not be accepted from candidates who are under the direction and control of any Constabularies/police forces or Offices of Police & Crime Commissioners (OPCCs) in England and Wales, either as a member of staff, police officer or special constable. Lawyers/solicitors or barristers employed by any force or OPCC in England and Wales would not be eligible.

Any actual or perceived conflicts of interest detailed here may not prevent you going forward to an interview panel but will, if appropriate, be fully explored by the Panel at interview stage to establish how you would address the issue(s) should you be successfully appointed.

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**References**

Please provide the names of two referees who will be contacted if you are shortlisted. These must be people who know you in a professional capacity to comment on your suitability for the post. They will be expected to have authoritative and personal knowledge of your achievements. Referees will not be contacted without your prior agreement.

|  |  |  |
| --- | --- | --- |
| Name of referee |  | |
|  |  | |
| Occupation |  | |
|  |  | |
| Relationship to you |  | |
|  |  | |
| Address and telephone number |  | |
|  | Postcode |  |
| Email address: |  | |

|  |  |  |
| --- | --- | --- |
| Name of referee |  | |
|  |  | |
| Occupation |  | |
|  |  | |
| Relationship to you |  | |
|  |  | |
| Address and telephone number |  | |
|  | Postcode |  |
| Email address: |  | |

**Final Declaration**

I declare that all the statements I have made in this application are true and complete. I understand that knowingly making any false statements or withholding relevant information will result in the withdrawal of any offer of appointment or termination of appointment. I have also read the information pack and can confirm that I meet the statutory eligibility requirements to be considered for appointment as a LQP. I also certify that I will immediately inform the selection panel of any changes in circumstances that affect the answers I have given.

I understand that any appointment will be subject to me passing any required vetting and reference checks.

If completing this form electronically I certify that the ‘typed’ signature is intended to be my signature.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | **Please type full name and email address here if completing electronically.** | | |
|  |  | |  |
| Date |  |  | |

The closing date for completed applications is midnight on the 25th May 2025

Please send completed applications to the Office of the Hampshire Police and Crime Commissioner at [opcc@hampshire.police.uk](mailto:opcc@hampshire.police.uk)

Or by post to: Office of the Police and Crime Commissioner for Hampshire, The Long Barn Unit 1, Dean Farm Estate, Wickham Road, Fareham, PO17 5BN

Equal Opportunities Form

The Police Forces and Police & Crime Commissioners’ Office value diversity in their workforce and aim to recruit and value a workforce that reflects the diverse make-up of the community.

As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce

**Age**: Up to 21 22-25  26-30  **Sexual Orientation**: Bisexual

31-35  36-40  41-45  Gay/Lesbian

46-50  51-55  56-60  Heterosexual

61-65  over 65  Prefer not to say

**Gender**: Male  **Religious Belief**: Buddhist

Female  Christian

Transgender  Hindu

Transexual Jewish

Intersex  Muslim

Prefer not to say  Sikh  None  Other (please state)

**Disability**: Yes

No  Prefer not to say

Prefer not to say

**Ethnic Origin**:

White British

Irish

Any other White Background

Mixed White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Asian and Asian British Indian  Pakistani

Bangladeshi

Any other Asian background

Black and Black British Caribbean

African

Any other black background

Gypsy/Traveller/Romany English Gypsy

Irish Traveller

European Roma

Chinese or other ethnic group

Chinese

Other ethnic group (please specify)