

**CADET SCHEME APPLICATION AND
INFORMATION HANDLING FORM**

ALL fields must be completed

1. Personal Details			
Mr / Miss:		Gender:	
First Name:		Other Names:	
Surname:		Date of Birth:	
Nationality:		Place of Birth:	
Address:			
		Postcode:	
Telephone:		Mobile:	
Email:			
Unit applied for: Daventry / Kettering / Northampton / Towcester / Wellingborough/Kingswood School <i>(Delete as appropriate indicating your preferred scheme)</i>			

2. Parent/Guardian Details			
Mr / Mrs / Miss / Ms:		Other:	
Relationship to you:			
First Name:		Surname:	
Address:			
		Postcode:	
Telephone:		Mobile:	
Email:			

3. Parent/Guardian Details (if different or in addition to above)			
Mr / Mrs / Miss / Ms:		Other:	
Relationship to you:			
First Name:		Surname:	
Address:			
		Postcode:	
Telephone:		Mobile:	
Email:			

4. Emergency Contact Details (if different or in addition to above)			
Mr / Mrs / Miss / Ms:		Other:	
Relationship to you:			
First Name:		Surname:	
Address:			
		Postcode:	
Telephone:		Mobile:	
Email:			

5. Medical Information

Do you have any medical conditions? Y / N

List Details: *(Please submit a separate page with any additional information if required)*

Do you have any allergies Y / N

Do you take any medication? Y / N

List details:

Name of school in attendance:

Continued on next page

Please answer the following questions as best as you can. Our cadet groups represent the community as a whole. Everybody will get an equal chance of becoming a cadet

6.1. What qualities and skills do you have that you can bring to the Emergency Services Cadet scheme?

Tell us what you think would make you a good cadet. Tell us what would make you be a good team member. Tell us about your achievements both in and out of school. We are not looking for a specific answer; we are looking for a varied group of cadets so just be yourself.

6.2. What are you hoping the cadet scheme can give to you?

Tell us why you would like to be a cadet and how you think being a cadet would impact your life. Tell us what you would like to do if you were a cadet and what types of things you would like to get involved in. There are no right or wrong answers.

6.3. This cadet scheme requires commitment. It is expected that you will volunteer for a minimum of 3 hours per month in your community as an Emergency Services Cadet. Explain how committed you are to this scheme and why you are so committed.

Have you any previous volunteering experience? Are you a member of a different cadet scheme or youth club? Are you a member of a team or have shown particular commitment at school?

7. Checklist - Please note: Applications must be submitted in full. Please ensure that the declarations are also hard signed and included (see page 12) and the Equal Opportunities Monitoring Form (see page 14-16).

Please review your completions prior to submission:

1. Have you completed personal information pages 1 and 2?
2. Have you completed the application questions pages 3 and 4?
3. Have you read all information in full pages 5 to 11? Please retain for your records
4. Have you and your parent / guardian signed the declarations on page 12 & 13?
5. Have you completed the Equal Opportunities Monitoring Form page 13 to 14?

If you have ticked all the above, please send all documents completed in full to:

Ashleigh Houlden
Northamptonshire Emergency Services Cadets
Unit 27-29 Cornwell Business Park
Salhouse Road
Brackmills
Northampton
NN4 7EX

Or email it to: admin@nescadets.co.uk

8.1. Personal Data Handling Statement

The unauthorised use or disclosure of personal data is a criminal offence under the Data Protection Act 1998 and the Computer Misuse Act 1990.

1. The Northamptonshire Emergency Services Cadet holds the personal data of cadets on a computer database. The personal data held by the NESC will be used for:
 - Organising cadet events and activities
 - Maintaining contact with legal guardians
 - Preventing and detecting crime
 - Reducing nuisance, anti-social behaviour and disorder
 - Improving community safety
 - Supporting operational policing

2. The data may be shared on a limited basis; each request being treated on its own merits and assessed on a case by case basis to:
 - Emergency Services personnel, other Cadet Scheme Leaders and other organisations working in partnership with the Emergency Services for the purposes described at 1 above.
 - The Local Authority or Community Safety Partnership for the respective area for the purposes described at 1 above.
 - Partner agencies in assessing the effectiveness of this or other schemes.

Northamptonshire Emergency Services Cadet Scheme will not divulge any personal data where there is doubt about the validity of the enquirer. Under these circumstances, persons seeking to contact a cadet will have their name, address and telephone number taken and then passed on to the relevant Unit Commander for them to make contact with the enquirer direct.

8.2. Official Secrets Act 1911 - 1989

The Official Secrets Acts 1911-1989 exist to protect information and other assets relating to security, intelligence, crime, defence or international relations from unauthorised disclosure. During the course of your work on behalf of the Emergency Services you may come into contact with information or other assets, which are protected against disclosure by the Official Secrets Acts. All such assets must be held in strict confidence.

You could come into contact with information in a number of ways; you might see or overhear information or plans; you might read information displayed on a notice board or computer screen.

You commit an offence under the Official Secrets Act; if, without lawful authority, you disclose any information or other article which:

- Results in the commission of an offence; or
- Facilitates an escape from legal custody or any other act prejudicial to the safekeeping of persons in legal custody; or
- Impedes the prevention or detection of offences or the apprehension or prosecution of suspected offenders; or
- Would be likely to have any of these effects.

You also commit an offence if you disclose any information, document or other article obtained under the terms of the Interception of Communications Act 1985 or disclose anything relating to the methods used to obtain such information.

The terms of the Official Secrets Act do not just apply to crime. You commit an offence under the Official Secrets Acts if you make a damaging disclosure of any information, document or other article relating to security, intelligence, defence or international relations.

Finally, you commit an offence if you fail to take reasonable care of any Emergency Services equipment or assets protected by the Official Secrets Acts or fail to comply with official directions regarding their return or disposal

8.3. Police, Fire & EMAS Information

I understand that in connection with my period of work or association with this scheme, I may have access to personal or otherwise sensitive information which the organisation is required to safeguard for reasons of operational effectiveness, personal safety, confidentiality and/or legal compliance. I formally acknowledge this and undertake that:

1. I must fully comply with Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's instructions in relation to any information to which I am granted access.
2. I may only process Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's information for purposes for which I have been given express permission.
3. 'Processing', within the context of the above paragraph, includes all of the following activities: obtaining, retrieving, reading, viewing or listening, copying or recording, changing or overwriting, removing, retaining, transmitting or transferring, disclosing, deleting or destroying.
4. I may not discuss or disclose, in any manner, details of individuals, cases, investigations, tactics or other potentially sensitive information with people outside of Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's including family or friends, without the written consent of my Unit Commander.
5. I may not remove Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's information, documents or any other items from Force premises without the written consent of my Unit Commander and understand that appropriate security measures (such as encryption) may be required
6. I understand that the above requirements relate to information in any format including the spoken word.
7. I will not connect (or attempt to connect) any device to any of Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's information systems or network, without the prior agreement of my Unit Commander.
8. If I negligently or deliberately carry out unauthorised processing of Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's information, or misuse (or attempt to misuse) any Force information system, I may be prosecuted under the Data Protection Act 1998, the Computer Misuse Act 1990 and/or any other relevant legislation.
9. For the avoidance of doubt, the obligations imposed on me by this agreement shall continue in full force and effect for an indefinite period after my association with Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's has ended.
10. If I am in any doubt about the meaning of any of the above conditions, or at any point I require any additional advice and information regarding this Agreement, I will seek clarification from my Unit Commander.

8.4. Codes of Conduct

1. Uniform will ONLY be worn when instructed by Staff. It should be maintained smartly and in good order and an inspection may be carried out at any time. Cadets are required to return all uniform or related clothing immediately if they decide to or are required to, leave the Scheme. Cadets who have not yet received uniform will wear smart presentable clothing on uniform days.
2. Cadets are required to conduct themselves in line with the standards expected of the Scheme. Good manners, courtesy and a high standard of behaviour should be adhered to at all times. Respect for Staff Members, fellow Cadets and visitors will not only be expected, but failure in this regard will not be tolerated. NESC members of staff should be addressed as "Staff". All other members of the Emergency Services will be addressed according to their rank.
3. Sports clothing and trainers must be brought to sessions as requested by the Unit Commander. If they are not brought, then Cadets will not be allowed to partake in the sporting section of the evening. Cadets are expected to partake in sports and physical activities. Unless there is a genuine reason, this will be adhered to.
4. Punctuality is expected at all times. Continued lateness will not be tolerated
5. Cadets are expected to attend parade nights unless a valid reason prevents such attendance (e.g. holidays, pre-arranged appointments, exams, religious reasons and illness). Prolonged absence without such reason and/or notification may result in further action being taken by staff and possible permanent exclusion from the unit. Cadets must inform a member of the team if they are to be absent from the unit.
6. Any Cadet that fails to attend more than 3 consecutive meetings without having notified Staff is eligible for instant dismissal from the Unit (without notice being given).
7. Mobile phones and other electronic/sound devices MUST be switched off during Cadet parade nights and events. Failure to do so will result in their confiscation. In certain circumstances Cadets may request for this rule to be waived. A valid reason will be required.
8. Cadets should note that the Scheme will not tolerate any discrimination on the grounds of an individual's nationality, sex, race, colour, ethnic or national origin, religion, sexual orientation, marital status or disability.
9. Any Cadet who is convicted of a criminal offence will have their membership reviewed by Staff. In addition, any behaviour that may bring the Emergency Services into Disrepute will also incur a review of membership.
10. You will NOT smoke in Public View. Smoking will only be allowed when directed and in designated areas. Laws relating to underage smoking and drinking will be vigorously enforced. ***As such no Cadet under 18 will be allowed to smoke.***
11. The drinking of alcohol whilst being engaged in Cadet events is not permitted. Even if you have reached the age of 18, you may not partake, nor turn up to duty if under the influence of alcohol. Instant dismissal is a punishment that may be given for failure to obey this rule.
12. Any use, taking or possession of illegal drugs by a cadet is strictly prohibited and will be a reason for instant dismissal. Further, if sufficient evidence is available, Officers will not hesitate to provide evidence with a view to prosecution (if suitable).

8.5. Standards of Dress	
The wearing of uniform will not be permitted at any time unless under the supervision of a member of staff. Uniform must be covered when travelling to and from cadet sessions.	
Hair	Tied up off the collar and close to the head, no loose pony tails or strands loose. Must be able to wear with the flat cap/ beret. No bright unnatural colours. Facial hair must be fully grown, trimmed & tidy, no stubble.
Jewellery	No piercings on display. Engagement/wedding ring, watch, MedicAlert.
Make up/Nails	Natural and not excessive.
Flat Cap/ Beret	Clean & lint free, (beret shaped) must be worn whilst outside of the classroom. Cap/beret badge.
White shirt ('Service Uniform')	Cleaned, ironed, tucked in, name badge on left side above the heart, all buttons done up. White shirt 'Service Uniform' is the standard dress uniform for all sessions and events unless Team Building or Sporting Activities.
Tie	Cleaned, ironed
Epaulettes	Cleaned, lint free
Polo Shirt ('Training Uniform')	Cleaned, ironed, tucked in, name badge on left side above the heart Hair, Jewellery, Make-up / Nails & Cap/Beret standards still apply when in 'Training uniform'. Worn for Team Building or Sporting Activities.
Black Trousers	Cleaned, ironed, long enough to cover your ankles but not trail on the floor
Boots	Sturdy, plain, black shoes/boots, polished and laced up. Low heel.
Jacket	Cleaned & zipped up. Name badge on the jacket if wearing the jacket. Jacket must be on and zipped up or off, not worn with the zip undone.
Standard Fire Placement Uniform (for items that differ from the above)	
T-shirt (red)	Ironed, to be worn under grey shirt.
Grey Shirt	Ironed, shirt sleeves unrolled, to be removed for drills.
Beanie Hat	Black Beanie hat with NESC logo (not for smart dress, drills and activities only)
All Cadets will be expected to maintain their uniform in a clean and smart condition at all times and to report the Theft, Loss or Damage of any article immediately. Standard items of uniform will be provided to cadets free of charge & remain the property of NESC at all times. Some items do come at a cost to the cadet, i.e. beret badge, jumper & beanie hat and will belong to the cadet. Any lost or damaged kit will be replaced at the cadet's expense.	

8.6. Vetting

All successful applicants will be required to complete a vetting form.

The NESC is committed to maintaining the highest levels of honesty and integrity and to preventing corrupt, dishonest, unethical or unprofessional behaviour. Vetting helps support this, reducing the risks of unauthorised disclosure or loss of sensitive police information.

Public confidence in the Emergency Services is crucial. Public confidence in the Emergency Services depends on officers, staff, specials/retained, cadets and volunteers demonstrating the highest standards of personal and professional behaviour.

The public must have confidence that NESC vetting processes are effective in identifying those who are unsuitable to take part.

8.7. Subscriptions

Emergency Services Cadets has an enabling subscription policy. This means that individual cadet units may charge a small weekly subscription. This is determined by the Unit Commander and other leaders in collaboration with their cadets.

Units are encouraged to collect subscriptions (maximum £2 per week) as the money is retained by the unit and re-invested into the cadet programme.

In the interests of inclusion and fairness, families who claim pupil premium or who have genuine financial difficulties should speak to the Unit Commander as the subscription fee may be waived.

8.8. Cadet Declaration

The information I have provided in this application form is true and accurate. I understand the conditions detailed in this form and agree to be bound by them; including those provisions that continue to apply after I have ceased to be an Emergency Services Cadet.

Cadet Signature:		Date of Signature:	
Cadet Name:		Cadet Date of Birth:	

8.9. Parental Consent & Agreement.

Your consent lasts for the full period the cadet is enrolled on the scheme unless you specify otherwise in writing.

By signing the Consent & Agreement Form you are agreeing to the following:

1. I confirm the accuracy of the entries made within this form. I have read and understood all parts of this application form. I agree that the applicant should abide by the conditions detailed in the form; including those provisions that continue to apply after they cease to be an Emergency Services Cadet, and agree that I will encourage them to do so.
2. I agree that the applicant may become a member of the Emergency Services Cadets and I permit the applicant to participate in all activities of the organisation.
3. I agree, in the event of an emergency, that the applicant may receive emergency medical treatment (including anaesthetic) as considered necessary by the medical authorities present. (All efforts will be made to contact parent/guardians before this action is taken).
4. I agree that Northamptonshire Emergency Services Cadets will hold the personal data of the applicant on a computer database and that data will be used as specified above. The data will also be used to contact the applicant/parent/carer via email, phone, text, social media and via newsletter.
5. I understand and agree that the information contained within this Application Form will be used to complete Police and other necessary checks on applicant suitability. The information gained from those checks will be used when considering whether the Application will be successful.
6. I consent to the cadet participating in events including sporting events in line with personal fitness, community events, interactions with members of the public and visits to partner agencies whilst in full uniform. A member of staff or cadet leader will always be in attendance and all events are fully risk assessed. Individual consent forms will always be issued in the event of an overnight stay.
7. I consent to the applicant being photographed in their role as a cadet and for those photographs to be used for publicity and advertising. Photographs will be stored on the Northamptonshire Police, Northamptonshire Fire & Rescue and East Midlands Ambulance Service's computer systems. Please tick this box if you do not consent to photographs being taken (*please note that when a cadet is fulfilling their community function in a public place we cannot be in control of the restrictions on the taking and use photographs by the public and media*).

Parent/Guardian Signature:		Date of Signature:	
Parent's name:		Date of Birth:	

9. Equal Opportunities Monitoring Form

This information forms NO part of the recruitment process. It will be detached from your application on receipt

Gender

Male

Female

Disability

The Equality Act 2010 says that a disabled person is someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. Examples include cancer, diabetes, multiple sclerosis, heart conditions, hearing or sight impairments, or a significant mobility difficulty and mental health conditions or learning difficulties.

In relation to the definition above, do you consider yourself to be disabled?

Yes

No

Prefer not To say

Religion or belief

Please tick the box from the list below which best describes your religion or belief:

Christian

Hindu

Jewish

Muslim

Sikh

Buddhist

No Religion

Prefer not to say

Any other religion, please specify:

Ethnic Origin

Please tick the box from the list below which best describes the ethnic group to which you belong:

White

British

English

Scottish

Welsh

Irish

	Northern Irish	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>
	Any other White background please state	<input type="text"/>
Mixed		
	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Any other Mixed background please state	<input type="text"/>
Asian		
	British	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background please state	<input type="text"/>
Black		
	British	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other Black background please state	<input type="text"/>
Chinese or other ethnic group		
	Chinese	<input type="checkbox"/>
	Arab	<input type="checkbox"/>
	Other ethnic group please state	<input type="text"/>
Prefer not to say		<input type="checkbox"/>