

**Detached Duty – Volunteer Application Form**

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| Employee Name |  |
| Employee Number |  |
| Please confirm your current role and business area (Probation Service/HMPPS/MOJ) |  |
| Current PDU if applicable |  |
| Home postcode (this should match the one recorded on SOP). |  |
| Normal method of travelling to work and journey time taken. |  |
| Please confirm you have current working experience of N-Delius and OASys IT systems? (please provide brief detail) |  |
| Please confirm that you are willing to commit to working within the Smarter Working Protocols and a 60:40 working pattern in order to be eligible for the DD bonus? |  |
| Are there any health / disability issues that you think should be considered or you would like to make us aware of? |  |
| Do you have any assistive technology installed at your current workplace? Give full details please. |  |
| Are there any domestic or work life balance issues that you think we need to consider? Please confirm you are able to commence DD and you have no pre booked leave / other commitments which would interrupt the DD. |  |
| Name of Manager / date  (Please state whether approved /not approved ) |  |
| Head PDU/ Area Comments  (Please state whether approved / not approved ) |  |
| Employee signature / date  (to confirm accuracy of note) |  |