

# Application Form

This application will be treated confidentially and circulated only to those individuals involved in the recruitment process; please download and complete it in type or your own handwriting. Once completed, please email to [ruth.a.bowman@gmail.com](mailto:ruth.a.bowman@gmail.com) or send this form to Ruth Bowman, Conservative Office, Unit 8 Swan Lane Business Park, Exning. CB8 7FN

We are happy to accept applications submitted in a different format; e.g. by telephone, on tape or by email if required as a result of an applicant’s disability. We are also happy to provide this document in another format; e.g. large print, Braille etc. on request.

**Position for which you are applying:**

## 

Surname:

Forename(s):

Permanent address:

Postcode:

Home tel no:

Mobile tel no:

Email address:

Nationality:

Have you been a member of, worked as an employee of, or for a representative of, another political party? Yes  No 

**References:** We require two professional and one personal referees; these should include (if applicable) your most recent employer and those to cover the past 5 years who have agreed to provide a reference for you. **Please list your referees’ contact details below.** We will not take up references until we have (1) offered you a role (2) sought your permission to do so.

Reference 1: Name: How do you know this referee?

Address and postcode:

Contact phone number:

Mobile number:

Email:

Occupation:

Position held:

Reference 2: Name: How do you know this referee?

Address and postcode:

Contact phone number:

Mobile number:

Email:

Occupation:

Position held:

Reference 3: Name: How do you know this referee?

Address and postcode:

Contact phone number:

Mobile number:

Email:

Occupation:

Position held:

## Position you are applying for:

**Why are you applying for this post? Why are you right for it?**

|  |
| --- |
| **(This is in place of a covering letter)** |

**Education since the age of 11** (in reverse chronological order; most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES  (from / to) | ESTABLISHMENT  (Name, location) | EXAMINATIONS PASSED  Level  *(Degree,*  *A’ level,*  Date Subject *GCSE etc)* Grade | | | |
|  |  |  |  |  |

**Professional Qualifications (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE AWARDED | AWARDING BODY / ESTABLISHMENT  (Name, location) | QUALIFICATION    Date | | |
|  |  |  |  |

**Employment history in full – not to be enclosed on separate sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer  *(names and full address)*  *in reverse chronological order:* | Dates  From To | | Position | Reason for change |
| Current or most recent employer (if applicable) |  |  |  |  |
|  |  |  |  |  |

**Other relevant details:**

|  |
| --- |
| **What do you feel are your major capabilities, strengths, skills and / or personal attributes? How are these relevant to this role?** |
|  |

|  |
| --- |
| **Voluntary, charitable work and membership of pressure groups etc (including offices held and the nature of your participation)? Please be relevant to the role you are applying for:** |
|  |

|  |
| --- |
| **Other interests, activities and hobbies (please be relevant to the role you are applying for)?:** |
|  |

|  |
| --- |
| What is the earliest date on which you could take up employment? |
|  |

|  |
| --- |
| **Are there any matters which you consider might cause embarrassment or difficulties for you should these matters be disclosed at a later date? If so please give sufficient details to help assess their importance and relevance.** |
|  |

|  |
| --- |
| Is there any other information pertinent to your application not so far included? |
|  |

Should you be invited for an interview we will contact you to establish whether there are any steps that need to be taken to facilitate attendance.

I confirm that the statements made in this application are, to the best of my knowledge, accurate.

Signed:

Date:



# Equal Opportunities Monitoring Form

We are committed to ensuring that applicants and employees from all sections of the community are treated equally and are not discriminated against on the grounds of gender, race, marital status, religion, belief, sexual orientation, disability or age. This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce.

We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview.

This form will be separated from your application on receipt, but if you are subsequently employed by West Suffolk Conservative Association, we may retain it on your personnel file. We would be grateful if you would fill in this form and return it with your application. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

1. Please state which job you have applied for and the date of your application.

Job applied for:...................................................... Date of application:......................................

1. What is your gender (please tick)?

Male http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821332 Female http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821332

1. How would you describe your nationality and / or ethnicity (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A**.  **White:** |  | **B**  **Black or Black British:** |  | **C**  **Chinese or other ethnic group:** |  |
| British — English, Scottish or Welsh | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Caribbean | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Chinese | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| Irish | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | African | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Any other ethnic group | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| Any other white background | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Any other Black background | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |  |  |
| **D**  **Mixed race:** |  | **E**  **Asian or Asian British:** |  |  |  |
| White and Black Caribbean | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Indian | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |  |  |
| White and Black African | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Pakistani | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |  |  |
| White and Asian | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Bangladeshi | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |  |  |
| Any other mixed background | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Any other mixed background | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |  |  |

1. Is your age between (please tick):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16–24 | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | 25–29 | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | 30–39 | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| 40–49 | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | 50–59 | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | 60 or over | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |

1. How would you describe your sexual orientation (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Bisexual | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Lesbian | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| Gay | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Other | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Prefer not to say | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |

1. How would you describe your religion?

|  |  |
| --- | --- |
| My religion is:........................................................... |  |
| I am not religioushttp://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Prefer not to say http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |

|  |  |  |  |
| --- | --- | --- | --- |
| Children | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | None | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| Elderly person(s) | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Disabled person(s) | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |

1. How many dependents do you have?
2. Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.
3. Where did you hear about this job (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [www.conservatives.com](http://www.conservatives.com) | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Recruitment company | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Friend | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |
| [www.w4mp.co.uk](http://www.w4mp.co.uk) | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Newspaper website | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 | Other | http://employment.practicallaw.com/jsp/binaryContent.jsp?item=:10821944 |

1. For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to West Suffolk Conservative Association processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed.........................................................................

Name……………………………………………………..

Dated...........................................................................

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PLEASE RETURN THIS FORM TO: Ruth Bowman,HHH by the deadline stated in the Advert