

# Application to work for

# Nottingham Conservatives

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 chairman@nottinghamconservatives.co.uk marked for the attention of Janet Scott or send this form, marked “Confidential” to **Janet Scott, Chairman, Nottingham City Conservative Federation, 1A King Edward Court, Nottingham NG1 1EW.**

We are happy to accept applications returned by email and/or by email if required as a result of an provide this document in larger print on request.

**Position you are applying for: Nottingham Conservatives Office Administrator**

##

Surname:

Forename(s):

Permanent address:

Postcode:

Home tel no:

Work 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 details of two referees; ideally these should be your most recent employers, but we will accept an academic referee. **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 does this referee know you?

Address and postcode:

Contact phone number:

Mobile number:

Email:

Occupation:

Position held:

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

Address and postcode:

Contact phone number:

Mobile number:

Email:

Occupation:

Position held:

#### As an equal opportunity employer, we believe that objectivity enhances the job selection process.

#### Please fill in the sections below without, as far as possible, including biographical references or information such as your name, nationality, age, date of birth, gender, marital status or whether or not you have children. Please keep information relevant to the role you are applying for.

**Have you applied for a role in the Conservative Party before? Yes  No **

**If so which role:**

## 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:* | DatesFrom 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 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 and/or the Conservative Party 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 that you feel is relevant to your application that has not been mentioned above? |
|  |

|  |
| --- |
| Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Legislation)?  Please note: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) |

I consent to Nottingham Conservatives using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.  I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment.  If I am not successful, I understand that Nottingham Conservatives will retain the form for as long as is deemed necessary and that Nottingham Conservatives may use it to contact me in the event of there being any other vacancies for which I may be suitable.

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 and I authorise Nottingham Conservatives to make such further confidential enquiries relating to the application as may be considered necessary (present employer excluded):

**Signed:**

**Date: ……………………**



# Conservative Party Equal Opportunities Monitoring Form

Nottingham Conservatives is 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 age, religious or other beliefs, gender, sexual orientation, disability, race, pregnancy & maternity, gender reassignment and marriage & civil partnership. 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 Nottingham Conservatives, 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  Female 

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 | 10821944 | Caribbean | 10821944 | Chinese | 10821944 |
| Irish | 10821944 | African | 10821944 | Any other ethnic group | 10821944 |
| Any other white background  | 10821944 | Any other Black background | 10821944 |  |  |
| **D** **Mixed race:**  |  | **E** **Asian or Asian British:**  |  |  |  |
| White and Black Caribbean | 10821944 | Indian | 10821944 |  |  |
| White and Black African | 10821944 | Pakistani | 10821944 |  |  |
| White and Asian | 10821944 | Bangladeshi | 10821944 |  |  |
| Any other mixed background | 10821944 | Any other mixed background | 10821944 |  |  |

1. Is your age between (please tick):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16–24 | 10821944 | 25–29 | 10821944 | 30–39 | 10821944 |
| 40–49 | 10821944 | 50–59 | 10821944 | 60 or over | 10821944 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual | 10821944 | Bisexual | 10821944 | Lesbian | 10821944 |
| Gay | 10821944 | Other | 10821944 | Prefer not to say | 10821944 |

1. How would you describe your religion?

|  |  |
| --- | --- |
| My religion is:........................................................... |  |
| I am not religious10821944 | Prefer not to say 10821944 |

|  |  |  |  |
| --- | --- | --- | --- |
| Children  | 10821944 | None | 10821944 |
| Elderly person(s) | 10821944 | Disabled person(s) | 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) | 10821944 | Recruitment company | 10821944 | Friend | 10821944 |
| [www.w4mp.co.uk](http://www.w4mp.co.uk) | 10821944 | Newspaper website | 10821944 | Other | 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 the City of Nottingham Conservative Federation 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, marked CONFIDENTIAL, to: Janet Scott, Chairman,

Nottingham City Conservatives, 1A King Edward Court, King Edward Street

Nottingham NG1 1EWHHH, by the deadline stated in the advertisement.