**APPLICATION FORM Ref No: 110817**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**For Office Use: POSITION APPLIED FOR: Parliamentary Assistant**

Closing Date: 11/08/17

Date Received:

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | Postcode: |
| Email: | |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. Degree/GCSE)** | **Place of Study/ Subject/Name of Course** | **Grade attained** |
|  |  |  |

**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

Continue on a separate sheet if necessary

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained. Continue on a separate sheet if necessary.

|  |
| --- |
| **Criteria 1** - **Why do you want to work for Luke?** |
| **Criteria 2** -  **Luke is a PPS, a member of a select committee and has an ambitious programme of campaigns, media commitments and issues to campaign on. How can you help Luke deliver on these and fight for Plymouth in Parliament?** |
| **Criteria 3** - **A constituent telephones you, she is very upset because her rented flat is flooded – what would you do?** |
| **Criteria 4** - **Luke's a campaigning MP first and foremost and this role will be just as much about delivering campaigns as supporting Luke in day to day tasks. What campaign do you admire the most and why?** |
| **Criteria 5** - **Luke is campaigning for Plymouth to get its fair share, what can he do as a Plymouth MP to achieve this?** |

**7. REFEREES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

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|  |

**9. VERIFICATION OF INFORMATION**

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| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |

**Please complete the separate monitoring form enclosed.**