

Dear friend,

Thank you for considering to apply for approval as a Lib Dem candidate for the local elections in 2017. The number of members who have already registered an interest in becoming candidates is a sign that the Lib Dem Fightback is well and truly underway.

Whether you live in Cardiff or the Vale, we need strong enthusiastic candidates to campaign for liberal policies and to fly the flag for our party. We have a record to be proud of in local government in this area. For eight years we led Cardiff Council and we will be campaigning to win back seats we lost in 2012 and to win new ones. In the Vale we have new members keen to campaign hard to make a breakthrough and win seats for the first time in many years. Since the General Election we have already gained two council seats in by-elections in Wales – this proves it can be done, so please add your name to the list of members keen to try.

Please don't be put off by the form we ask you to complete or the prospect of an interview. We are looking for enthusiastic community campaigners – people who have potential to be great Councillors in their area. The application form does not have to be completed perfectly. The whole process is designed to support and encourage you, by identifying your strengths as well as your training needs. We also need to deal with some technicalities such as checking if you are legally eligible to stand as a candidate. It is essential you read the Guidance Notes before you complete the form as you will find it all explained in there. If you need some additional support or advice before you start we can of course provide someone to help you.

Whether you are a new member or a long standing one, whether you have already been a councillor or will be a first-time candidate, we thank you for your interest and your support for our Party.

Good luck!

Guidance notes for the completion of the application form to become an Approved Candidate

The following document is intended to help you understand the role of Councillor and be able to complete the application form to become an approved Liberal Democrat candidate in the local (Council) elections.

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1) The role of Councillor

There are multiple dimensions to being a Liberal Democrat Councillor. These include:

- Developing and reviewing Council policy and how public services are delivered;
- Decision-making and scrutiny of Council policy and the Council budget;
- Some regulatory, quasi-judicial and statutory duties (eg planning decisions);
- Representing the views of your residents in Council policy and decision-making;
- Undertaking casework on behalf of your residents: liaising with Council officials to improve the services the Council delivers to residents in the ward you represent;
- Campaigning on issues of local importance and on behalf of the Liberal Democrats;
- Engaging in dialogue with residents and seeking their views (eg through holding regular surgeries where residents can speak to you, undertaking surveys; etc)
- Sharing information about your activities as a Councillor (eg through writing and delivering community newsletters);
- Acting as a public face of the Liberal Democrats.

For more information see: <http://beacouncillor.co.uk/> (the Local Government Association's website for people interested in becoming a Councillor).

We would also encourage you to speak to some of the current Liberal Democrat Councillors on Cardiff Council to find out more about the role. We are happy to put you in touch with Councillors who are willing to explain more about what they do.

2) The process to become an approved candidate

The local party of the Liberal Democrats needs to be assured that people who put themselves forward to be a Liberal Democrat Councillor in the local elections in 2017 have the skills and motivation required to i) campaign successfully to be elected as a Councillor and ii) be an effective Councillor if elected.

The local party is keen to ensure that all our candidates, especially those standing in the most winnable seats, are highly motivated and capable of becoming an effective Councillor and campaigner. However, we do not expect that people will automatically possess all of the skills or knowledge to undertake the role of candidate and Councillor successfully, especially if they have not been a Councillor before. We are therefore keen to support candidates to learn and develop, and to give applicants the opportunity to demonstrate their potential.

To give them this opportunity, we anticipate a two-stage approval process will apply to some of the applicants. This will enable applicants to apply to become a candidate, and be given *conditional* approval based on their potential to become a strong candidate. These applicants would then be expected to gain experience, attend training sessions or demonstrate their commitment to campaigning and community engagement across a reasonable period of time (expected to be around 6-9 months). Final approval of these applicants would be subject to them demonstrating they score highly across all key criteria. The party is keen for people who do not yet have all the skills and experience needed, but who are keen to become Councillors, to apply as the local party will support them to get to the required standard.

We anticipate that the majority of applicants will be given conditional approval at the first stage. Only the most experienced applicants will be approved outright as candidates after the first stage. We also anticipate that very weak applications could be declined at this first stage. The decision about which applicants are approved and declined will be taken by the Approval Panel. This is a committee of the local party which is tasked with determining if applicants are approved to be candidates in the 2017 local election. The Approval Panel will be made up of current and former councillors, experienced campaigners and senior members of the Liberal Democrats from outside of the local party.

Once applicants are given approval, they will then be able to put themselves forward for selection. This is the process whereby approved candidates put themselves forward to be selected as one of the official Lib Dem candidates to stand in the 2017 Council elections in a specific Ward. Where more approved candidates put themselves forward for a Ward than there are spaces available (for example if five people put themselves forward to be a candidate in a Ward where there are only three Councillors), party members will vote to select which candidates are selected as the formal Lib Dem candidates for the Council elections. The process for selection is referred to at the end of this document.

The process for approval as a candidate for the 2017 local elections is:

Provisional timetable	Approval stage
End October 2015	Application form is completed by the applicant and returned to the Approval Panel
October-December 2015	Interviews with the applicant are undertaken by the Approval Panel
October-December 2015	References for candidates are collected by the Approval Panel
End of December 2015	<p>An initial decision is given by the Approval Panel whether to approve each applicant. This decision will be undertaken following a review of the application form, interview and references.</p> <p>The outcome of this first Application Stage will be a decision which is either: full approval; conditional approval; or application declined. If the decision is to conditionally approve an applicant, the Approval Panel will provide details of the conditions (eg gaining additional skills and experience) which must be met by the applicant before full approval is able to be given.</p>
October 2015 – May 2016	Applicants which are given conditional approval should be offered opportunities by the local party to gain additional experience, knowledge and skills. Examples could include training in how to recruit volunteers, training in how to design Focus leaflets, undertaking work shadowing with existing Councillors, opportunities to undertake canvassing or surveying of local residents etc.
October 2015 – May 2016	Applicants given full or conditional approval will be able to identify a Ward (/Wards) in which they want to stand, and they will be encouraged to actively campaign in this Ward(s). The local party will make decisions about which candidates are able to appear on local Liberal Democrat literature (eg Focus leaflets).
June 2016	A Review Stage of approval interviews will take place. This is an opportunity for applicants given conditional approval in the initial Application Stage to demonstrate that they have got more campaigning experience and gained new skills/knowledge, and they are therefore able to meet the requirements for full approval.

	<p>This Stage could also be an opportunity for strong applicants who had not previously put their name forward to do so, if they can demonstrate they meet the approval criteria.</p> <p>Candidates who are not given full approval at this Stage will be unable to put their name forward for selection in the wards which the local party decides are the target wards (eg those regarded as most likely to be able to be won by Liberal Democrat candidates).</p>
June – July 2016	Applicants who are not given full approval will be able to appeal the decision.

3) The criteria to become an approved candidate

The following are the criteria we are looking for applicants to meet in order to be approved as a Liberal Democrat candidate for the 2017 local elections:

Motivation & Attitude

- Is enthusiastic to campaign and willing to support others in their campaigns
- Is self-motivated
- Has a positive attitude towards working with others and the local party
- Demonstrates enthusiasm for being a Councillor and is able to explain what motivates them
- Is interested in contributing to, and scrutinising, policy
- Ability to identify own weaknesses and work with others to address them
- Ability and willingness to commit significant time to campaigning and undertaking the roles of a Councillor

Knowledge & Understanding

- Understands different aspects of a campaign
- Understands the role of Councillor and what it entails, including the role of local authorities
- Understands politics, political parties and the role of the Lib Dems
- Has knowledge of the current political situation in the Council and topical local issues
- Understands the broad ethos of the Lib Dems and how the party's processes work
- Shares Liberal Democrat values
- Understands the collective nature of decision-making within a Council Group
- Understands the importance of confidentiality

Credibility & Commitment

- Is a credible Lib Dem candidate: has engaged with the party's campaigns or policy discussions
- Has credibility and is visible within the local community in which they want to stand. This could include: campaigns locally and appears in Focus leaflets; lives locally; is engaged with community activities; attends community meetings (such as PACT meetings); is a school governor
- Is committed to uphold the core values of the Lib Dems
- Is willing to abide by the formal standards of behaviour expected of Councillors
- Is willing to disclose any issue that might cause political embarrassment to the Lib Dems
- Accepts any conditions the Lib Dems place on candidates: financial contributions to the local party; signs up to Group Standing Orders and Councillor Code of Conduct (if elected)

Skills & Experience

- Has experience of campaigning. This does not have to be in political campaigns, but could include participation in campaigns led by charities, resident associations, student unions etc
- Ability to inspire and motivate others, and provide leadership
- Ability to communicate with a wide variety of people, and be persuasive and personable
- Is able to present themselves positively to others, and is confident to speak to a wide range of people
- Ability to work with others within a team and compromise if needed
- Capable of managing their own time and dealing with high volumes of correspondence
- Ability to engage with and show empathy to a wide range of people

The application form explained

The following is a guide to the information that we are looking for you to provide in the application form to become an approved candidate:

Personal details	We need to know your name, contact details and party membership details.
Eligibility	<p>This section is seeking to confirm that you are eligible to stand to be elected a Councillor. To be able to stand as a candidate at a local government election in England and Wales you must:</p> <ul style="list-style-type: none"> - be at least 18 years old on the day of your nomination - be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union - meet at least one of the following four qualifications: <ul style="list-style-type: none"> i) You are, and will continue to be, registered as a local government elector for the local authority area in which you wish to stand from the day of your nomination onwards. ii) You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination and the day of election. iii) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the local authority area. iv) You have lived in the local authority area during the whole of the 12 months before the day of your nomination and the day of election. <p>There are a number of factors that will disqualify you from standing. These include:</p> <ul style="list-style-type: none"> i) You are employed by the local authority or hold a paid office under the authority (including joint boards or committees). This can include if you work at certain schools, fire services, police or health services. ii) You hold a politically restricted post. iii) You are the subject of a bankruptcy restrictions order or interim order. iv) You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.

	<p>v) You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).</p> <p>For more information please see page 2 and 3 of the following: http://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/141784/Part-1-Can-you-stand-for-election-LGEW.pdf</p> <p>We ask you to disclose any convictions you have had, except for very minor offences (for example some minor traffic offences). If you are in doubt, please disclose the offence.</p> <p>We also ask you to disclose any matters that might cause political embarrassment to you or the Party, and if you have been a member of a different political party in the past. We are asking you to be open with us about issues in your past which, whilst not disqualifying you to be a Councillor, might be used against you by political opponents or receive negative media attention. We will keep this information confidential. If there is something you would prefer not to mention on the application form but prefer instead to talk about in the interview, please make a note to this effect in the application form.</p>
<p>References</p>	<p>We are keen to check references for you from people within and outside of the Party. We ask you to provide the names and contact details of two people to act as referees for you.</p> <p>One of these should, if possible, be a member of the Liberal Democrats who knows you through your work/volunteering with the Party or as member of a Party committee, but is not related to you.</p> <p>The other referee should be someone from outside the Liberal Democrats, if possible, who is also not related to you. For example, this could be an employer (or past employer), or member of a community or campaigning organisation you are (or have been) a member of. This must be someone you are happy for the Approval Panel to contact. It should be assumed that we will contact your referees.</p> <p>We also intend to take up references for applicants who are existing or previous Councillors. These references would be from current or former: Council Group Leaders, Group Whips and/or Group Chairs.</p>
<p>Availability for interview</p>	<p>We will invite you to take part in an interview with members of the Approval Panel. We ask you to outline your availability to take part in an interview, although we appreciate that this might change in the meantime. We will seek to be flexible to ensure you are able to be to attend an interview.</p>

<p>How you meet the criteria:</p>	<p>The principle purpose of the application form is to give you the opportunity to demonstrate that you meet the criteria for approval, as described in the grid above. Not all criteria will be able to be demonstrated through this application form, and these will be discussed further in the interview.</p> <p>The application is not a test of your writing skills. Feel free to use bullet points where you want to list your replies (for example to the first question I.1).</p>
<p>I) Motivation and attitude</p>	<p>We are keen to know that you are highly motivated to campaign to be elected and subsequently act as a Councillor; and that you have a positive attitude to working as part of a team and with the local party.</p>
<p>I.1</p>	<p>This question is designed to give you the chance to explain your motivations. Your reply should address the following criteria (as listed in the grid of the criteria):</p> <ul style="list-style-type: none"> - Demonstrates enthusiasm for being a Councillor and is able to explain what motivates them - Understands the role of Councillor and what it entails, including the role of local authorities <p>You should provide a brief summary of your thoughts. You will be able to expand on your answers in the interview.</p>
<p>I.2</p>	<p>We are keen to understand your availability and we want you to be open about the limitations that will stop your committing more time to your campaign. Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Ability and willingness to commit significant time to campaigning and undertaking the roles of a Councillor
<p>I.3</p>	<p>Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Has a positive attitude towards working with others and the local party - Ability to work with others within a team and compromise if needed
<p>I.4</p>	<p>We are keen to understand what strengths you would bring to the role of campaigner and Councillor, and where you believe you require support to improve/develop. Your reply should address the following criteria:</p>

	<ul style="list-style-type: none"> - Ability to identify own weaknesses and work with others to address them
2) Knowledge and understanding	<p>We want to feel confident that you have a good level of knowledge about campaigning, what it is to be a Councillor, the current local political situation and the Liberal Democrat party.</p>
2.1	<p>We are interested to find out about your campaigning experience. This could include your previous experience campaigning for other Liberal Democrat candidates (for example in the 2015 General Election). However we are also interested to hear examples of campaigns you have been involved in, or led, at community level or in other walks of life. Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Understands different aspects of a campaign - Experience of campaigning
2.2	<p>We want you to outline the practical activities that need to be undertaken (either by you or someone else) to deliver a successful campaign, for example a campaign to stop the closure of a local library / a campaign to become elected as a Councillor. The example can be made up – what we are looking for is for you to explain the key aspects of a campaign. Please use bullet points to briefly explain the key activities and why they are needed.</p> <p>Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Understands different aspects of a campaign
2.3	<p>We are keen to know how involved you have been with the Liberal Democrats either locally or at a national/federal level. We are most interested in your recent activity, for example across the past 12 months. Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Ability and willingness to commit significant time to campaigning and undertaking the roles of a Councillor - Is a credible Lib Dem candidate: has engaged with the party's campaigns or policy discussions
2.4	<p>We are keen to understand what you think are some of the key values of the Liberal Democrats, and which of these values you particularly agree with. By 'values' we mean the broad principles which are fundamental to the party, rather than specific policies. An example of a value is the Liberal Democrat's commitment to protecting people's civil liberties. There are no right and wrong answers.</p> <p>Your reply should address the following criteria:</p>

	<ul style="list-style-type: none"> - Understands politics, political parties and the role of the Lib Dems - Understands the broad ethos of the Lib Dems - Shares Liberal Democrat values - Is a credible Lib Dem candidate: has engaged with the party's campaigns or policy discussions - Is committed to uphold the core values of the Lib Dems
2.5	<p>We are keen to know if you have experience dealing with confidential information, and for you to reassure us that you would treat confidential information appropriately. Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Understands the importance of confidentiality
3) Credibility and commitment	<p>We want to be confident that you have sufficient ties to your local community and to the Liberal Democrats to represent both as a candidate and, if successful, as a Councillor. We also need to know that you will make commitments to uphold the required standards if elected as a Councillor.</p>
3.1	<p>We are interested to know which Ward or Wards you wish to stand to be selected as a Liberal Democrat candidate. Please express which ward is your preference. You are able to put your name forward for selection in more than one Ward, but you can only stand as a candidate in the local election in one single ward. Listing Wards here will not stop you changing your mind at a later date. However we are keen to know which Ward(s) you are interested in to help determine your local credibility in those specific Wards.</p>
3.2	<p>This question is about why you would be <u>both</u>:</p> <ul style="list-style-type: none"> i) a credible Liberal Democrat candidate, rather than a candidate for another political party. We want to know about your involvement with the Liberal Democrats campaigns and contribution to policy development. You do not need to repeat anything that you have already mentioned elsewhere in this form. ii) a credible candidate locally in the area you wish to stand for election. Strong candidates in local elections are able to demonstrate why they have a particular connection to the local area in which they want to be a Councillor. This usually helps to gain additional votes. We want you to outline why you are credible in the local area and how you might be well-known to people living in the area. Examples could include:

	<ul style="list-style-type: none"> ○ you live in the local area ○ you have been visibly involved in local campaigns ○ you have appeared in local Focus leaflets ○ you are engaged with community activities ○ you are part of community groups or attend community meetings (such as PACT meetings, resident associations etc) ○ you are a school governor ○ etc. <p>Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Is a credible Lib Dem candidate: has engaged with the party's campaigns or policy discussions - Has credibility and is visible within the local community in which they want to stand - Has experience of campaigning
<p>3.3</p>	<p>We want to know what practical steps you would take to increase:</p> <ul style="list-style-type: none"> i) your involvement with the Liberal Democrat party before the local elections. Examples could include attending party conferences or local social events. ii) your visibility within the area you are seeking to stand for election. We understand that part of your campaigning before the local elections will be to make yourself more visible within the local community. We want you to tell us what you plan to do in your nominated Ward(s) to achieve this. <p>Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Is self-motivated - Ability to identify own weaknesses and work with others to address them
<p>4) Skills and experience</p>	<p>We want to feel confident that you have the skills required to be a campaigner and Councillor. These include leadership skills, ability to communicate with people and ability to work with others.</p>
<p>4.1</p>	<p>Part of being a Councillor is to provide leadership in/for your local community. We want you to give us examples when you have taken a leadership role within any group or organisation. This could be using examples from your employment or roles in community groups/similar. You should briefly tell us how you were able to inspire and motivate others, and what you were able to achieve. Your reply should address the following criteria:</p>

	<ul style="list-style-type: none"> - Ability to inspire and motivate others, and provide leadership
4.2	<p>Councillors receive large amounts of correspondence and invitations, and it is not possible to respond to everything or attend every event. Being able to prioritise and manage your time effectively is an important skill. We want you to give us some brief examples from previous roles/experiences you have had, where you have successfully dealt with similar pressures. Examples could be from previous employment roles or engagement in community groups/similar. Your reply should address the following criteria:</p> <ul style="list-style-type: none"> - Capable of managing own time and dealing with high volumes of correspondence
Support	<p>The local party recognises its responsibility to try and support candidates to improve their skills, knowledge and experience, to make them stronger candidates and Councillors.</p> <p>This section is your opportunity for you to outline any areas where you would benefit from additional training or support. It would be helpful for you to be specific about the way in which the local party can support you (eg training on how to do canvassing of local residents). Examples can include training, mentoring, advice, knowledge sharing etc.</p>
Agreement and declaration:	<p>The local party expects approved candidates and Councillors to agree to a number of conditions, in order for them to be able to stand for election as Liberal Democrats. This section outlines the principle commitments the party will ask of you if you are selected as a candidate.</p>
Liberal Democrat Council Group Standing Orders	<p>To be a member of the Council Group of Liberal Democrat Councillors, you must sign up to the Group Standing Orders. A copy of the full Group Standing Orders for Cardiff's Council Group is available on request. However in summary the key commitments outlined in the Standing Orders are:</p> <ul style="list-style-type: none"> - To attend all Group meetings where possible - To collectively support the decisions agreed by the Group - To attend Full Council and relevant Committee meetings - To respect the confidentiality of Group meeting reports and minutes - To regularly produce newsletters for your residents <p>Selecting 'Yes' commits you to standing by the Group Standing Orders if you are elected. If you fail to do this you may be removed from the Liberal Democrat Group of Councillors. This is also the opportunity for you to explain any sections of the Standing Orders which you are concerned by.</p>

	<p>As there is currently no Liberal Democrat Council Group in the Vale of Glamorgan there are no existing Standing Orders, however any successful candidate would be expected to sign up to similar Standing Orders as outlined above for Cardiff's Group.</p>
<p>Council's Register of Interest Form and declaration of interests at meetings</p>	<p>If elected as a Councillor you will be required to complete the Council's Register of Interest Form. This form commits you to openly sharing the name of your employer, your business interests, any property/land you own, membership of organisations etc.</p> <p>This question asks you to commit to completing the Council's Register of Interests form and keeping it updated; and to declaring any potential conflict of interests within Council and Group meetings.</p>
<p>Contribution from your council allowance</p>	<p>All elected Liberal Democrats who receive remuneration for their elected roles are expected to contribute towards the costs of running the operation of the local party. These arrangements are referred to in the Group Standing Orders, which states that Liberal Democrat Councillors "are required to make arrangements with their Local Party to contribute to its development".</p> <p>The terms of this contribution is determined by the local party Executive Committee. The current level of contribution expected from Councillors in Cardiff is 10% of the salary received as a Councillor. In exceptional circumstances the local party can agree to reduce the level of this contribution, where the contribution would cause financial hardship.</p> <p>This question asks you to commit to making the required contribution to the local party.</p>
<p>The Cardiff Undertaking</p>	<p>All elected Councillors must abide by the Code of Conduct, which outlines the standard and behaviour expected of Councillors. In addition, Cardiff Council requires Councillors to sign the Cardiff Undertaking. This is a brief document which requires Councillors to promote equality, integrity, and accountability; and to be objective and uphold the law.</p> <p>A copy of the Cardiff Undertaking can be found here: http://cardiff.moderngov.co.uk/documents/s500000303/Cardiff%20Undertaking.pdf</p> <p>A copy of the Code of Conduct which applies in both Cardiff and the Vale can be found here: http://www.ombudsman-wales.org.uk/~media/Files/CodeofConductguidance_E/Code%20of%20</p>

	<p>Conduct%20CCBC%20%20NPA%20%20amended%20April%202013%20ENGLISH.ashx</p> <p>This question asks you to commit to sign the Cardiff Undertaking and abide by the Code of Conduct.</p>
Declaration	<p>We ask you to sign your application form to declare that all the answers on the form are correct and complete. If you submit the application form by email, we will ask you to sign a copy at your interview. You should inform a member of the Approval Panel or the local party Executive if there are changes to your circumstances which would significantly impact on your answers to any of these questions.</p>

4) The interview explained

After you have submitted your application form, the Approval Panel will ask you to attend an interview. This is an opportunity for the Panel to:

- find out more about you
- to ask questions about the content of the application form
- to ask you further questions to establish how you meet the criteria for approval.

Some of the criteria for approval will be easier to determine in the interview rather than in the application form. You should expect to be asked questions in the interview on the following, amongst others:

- What you hope to achieve if elected as a Councillor
- Your understanding of the values and policies of the Liberal Democrats
- Your knowledge about the local political situation
- The campaigning, and development of relevant skills, that you have undertaken since you submitted your application form.

The interview is also an opportunity for you to ask questions of the Panel, which they will seek to answer either in the interview itself or in subsequent correspondence.

You will also be asked at the interview to take away a Diversity Monitoring Form and complete it. The Form will not have your name on and you will be asked to return the Form to an individual who does not know who has completed it and who is not involved in the approval process. A copy of the Form is attached to these Guidance Notes for reference.

5) The approval decision

Following the First Stage interview, a member of the Approval Panel will contact you to let you know if you have been:

- i) Approved outright
- ii) Approved subject to conditions (the Panel will explain clearly what these conditions are, and the subsequent process for you to be considered for full approval)
- iii) Decline your application (in which case you would be given information about an appeals process).

They will seek to explain clearly the reasons for the decision and provide feedback on your application and interview where possible.

6) Selection of candidates for Wards

The process for approved candidates to be selected as candidates in each Ward is a separate process. Once the initial approval of candidates has taken place, the local party will outline the process for the selection of candidates in each Ward. Selection of approved candidates is usually determined by the votes of the party members in the specific Ward. We anticipate that selections in Wards will begin from June/July 2016. Anyone who wants to stand to be selected as the Lib Dem candidate in these Wards will need to have been given full approval by this point.

Diversity Monitoring Form

The Liberal Democrats are committed to providing equal opportunities and fair treatment for all members. We are asking you to complete this form in order to ensure that we are attracting a representative group of potential candidates and addressing the needs of all members in our recruitment process.

Date of birth: Rather not say

Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Other	<input type="checkbox"/> Rather not say

Is your gender identity the same as the gender you were assigned at birth?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rather not say	

Disability

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long term (ie. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. The definition includes conditions such as HIV, mental illnesses and developmental impairments such as dyslexia. Do you consider yourself to have a disability according to the above definition?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rather not say	

(If yes, please feel free to say more about the nature and extent of your disability. If necessary, please refer to the reasonable adjustment policy as outlined in the approval application pack)

Race / Ethnicity

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2011 Census.

<p>Asian / Asian British</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background (please specify)	<p>Black / African / Caribbean / Black British</p> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please specify)	<p>Other ethnic group</p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group (please specify)
<p>Mixed / multiple ethnic groups</p> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed / multiple ethnic background (please specify)	<p>White</p> <input type="checkbox"/> English/Scottish/Welsh/Irish <input type="checkbox"/> Gypsy/Irish Traveller <input type="checkbox"/> Any other white background (please specify)	<input type="checkbox"/> Rather not say

Belief or religion

Which group below do you most identify with?

<input type="checkbox"/> No religion	<input type="checkbox"/> Baha'i	<input type="checkbox"/> Buddhist
<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Humanist
<input type="checkbox"/> Jain	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Sikh	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Rather not say

Sexual Orientation

How would you describe your sexual identity?

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay / Lesbian	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Other	<input type="checkbox"/> Rather not say	