**Liberal Democrat Approval Process**

**Application for assessment**

**The approval process is divided into three parts:**

1. You submit a completed application pack to the Candidates’ Office.
2. The Candidates’ Office process your application, which will include checking all relevant declarations have been provided, taking up references and checking that the information provided on the form is correct.
3. You attend an assessment centre, where your performance in the exercises on the day is assessed against the competency framework.

**This application form does not form part of your assessment and it will not be seen by the assessors who will grade you on the assessment day.**

**The information gathered on this form is broken down in the following sections:**

1. **Personal details and contact information**

The contact information you give us here will be used to update your record on the membership database and to contact you to arrange your assessment centre. If you are added to the approved list we will contact you to ask you to confirm your public contact details.

1. **Social Media**

Please include links to any current social media profiles to allow for swift response in the event of any potentially compromising content during a campaign.

1. **Logistical information**

This information is used by the Candidates’ Office and your State or Regional Party to arrange your assessment centre.

1. **CV - work and life experience and brief biography**

This information will be used for background checks and will be checked with your referees if appropriate. It will also be used, if you are selected as a Parliamentary Candidate, as part of your profile on the Party website. You will be asked to update this information if it is used in this way. **The information on your application form is not seen by the assessment team; they will base their assessment purely upon your performance during the assessment centre.**

1. **References**

Please provide the name of 3 referees who we can contact regarding your application before your assessment day.

1. **Training and development**

We ask members to give us details of any Party training that they have attended, and any other work they have done in preparation for the assessment day, to enable us to evaluate our pre-assessment support and development programme.

1. **Monitoring information**

Members wishing to become approved candidates are asked to complete a diversity monitoring form to enable us to report to conference on the progress of our diversity initiatives. This data will not be used in any way towards your assessment and will not be seen by your assessment team.

**How to complete these forms**

* Please complete the attached forms electronically.
* Save this document to your computer as a Word document (with a .doc or .docx suffix).
* You will notice that you will only be able to type in the grey shaded areas, as these forms have been ‘locked’ so that the format cannot be changed. When you want to type an answer, click on the appropriate grey shaded area and it will turn a darker grey. Please type freely into the grey areas, which will expand as you type, but make sure your text is visible within the outline of the table.
* Where you are required to select a ‘check box’ for your answer, please click once with your mouse in the appropriate box – an ‘X’ will appear (clicking again will remove the ‘X’).
* Return this document by email (as an attachment) to us at [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk) along with a signed and witnessed hard copy of the declaration to the address below. Please note that you must use this form to send us information – separate CVs will not be accepted.
* We are committed to ensuring that the approvals process is accessible to all applicants. If you require any help filling in these forms, or would like the forms in an alternative format please contact us on 020 7340 4993 or [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk).

**Return checklist**

One copy of the application form by email to [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk)

One recent head and shoulders photo (digital if possible) to [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk)

One signed and witnessed hard copy of the declaration to the address below.

A cheque for £50 payable to ‘the Liberal Democrats’ to the address below. This covers some of the costs of running the assessment centre. The Party is committed to ensuring that the assessment centre is available to all Party members regardless of ability to pay. If this fee would present you with any problems please contact the Candidates’ Office in complete confidence. *Where you do not have a chequebook or would prefer to pay online a payment portal is available.*

Personal details and contact information

If you enter your details on this website, the Liberal Democrats, locally and nationally, may use information in it, including your political views, to further our objectives, share it with our elected representatives and/or contact you in future using any of the means provided. Some contacts may be automated. You may opt out of some or all contacts or exercise your other legal rights by contacting us. Further details are in our Privacy Policy at [www.libdems.org.uk/privacy](http://www.libdems.org.uk/privacy)

**Please note that we expect all approved candidates to keep us informed of their most up-to-date contact details, including mobile number and email address, so that they can be contacted in the event of a General Election or Parliamentary By-election.**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| **Last name** |  |
| **Any other name you have been known by** |  |
| **Membership Number** |  |
| **Postal Address** |  |
| **Email address** |  |
| **Home No.** |  |
| **Work / Daytime No.** |  |
| **Mobile No.** |  |
| **Website Address** |  |

**Social Media**

The party reserves the right to review your social media history prior to allowing you to go forward for assessment. If this reveals that you have posted material which is in conflict with the aims and values of the Liberal Democrats, this may result in the refusal of your application to become an approved candidate.  Should there be concerns about your social media history, you will be given an opportunity to make representations before a decision is made on your suitability to be put forward to become an approved candidate.

Please include details of your handle/profile name (e.g. @libdems on Twitter) and list the full URL (e.g. <https://www.twitter.com/libdems>) link for each page in the table below. Also include any forums which you might post to regularly and the username this is done under. This is not inclusive of Lib Dem branded platforms such as Lib Dem Voice, MyCouncillor or local party websites.

|  |  |
| --- | --- |
| **Handle/Name** | **URL** |
| **Facebook:** |  |
| **Twitter:** |  |
| **Instagram:** |  |
| **Google+:** |  |
| **Other 1:** |  |
| **Other 2:** |  |
| **Other 3:** |  |

Logistical Information

Assessment centres will usually be organised by Regional Parties in England, or State Parties in Scotland and Wales, and are held in a variety of locations. The information below will be used to let your Region or State know where you are able to travel for an assessment centre and if you require us to make any adjustments to the day to make it accessible for you.

Please indicate in which of the following areas you are able to attend an assessment day:

Devon and Cornwall  East Midlands  East of England

London  North West  Northern

South Central  South East  West Midlands

Western Counties  Yorks & Humber  Scotland

Wales

If you would like any further information regarding specific locations for assessment centres please contact us on [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk).

**Accessibility**

We are committed to making our assessment process accessible to all applicants. The day includes 2 written exercises, both 45 minutes long, and separated by exercises that don’t require writing. Exercises will be timed and there is also some group work. We can make adjustments to ensure that all applicants can be assessed fairly.

Do you need us to make any specific adjustments in order to make the assessment centre accessible to you? Yes  No

If yes, please give brief details of your impairment and any specific adjustments you would like us to make:

And/or

Please indicate if you would like us to contact you to discuss what adjustments can be made: Yes  No

**CV – work and life experience**

|  |  |  |
| --- | --- | --- |
|  |  | **Dates** |
| Current occupation |  |  |
| Professional qualifications |  |  |
| **Education (secondary and post-school and details of any qualifications)** |  |  |
| **Experience (details of paid employment and voluntary work in the last 5 years)** |  |  |
| **Lib Dem experience (e.g. any Party Office held, any SAO posts held, any Council experience and posts held)** |  |  |
| **Memberships of any political, community, campaigning or religious groups outside the Lib Dems in the last 5 years (for biographical information only)** |  |  |
| **Any other relevant experience or qualifications.** |  |  |

Brief Biography

This will be entered into our database, so that we can create a website profile for you immediately if you are selected for a seat at a later date. For this reason, please make the biography as generic as possible. Please write in the third person, and in such a way that the biography will not date (i.e. “Vik has two teenage children”, rather than “Vik has 2 children, aged 13 and 15” or “Jane was elected to the council in 2007” rather than “Jane has been a councillor for 2 years”).

You will be asked to submit an up-to-date biography and photo if you are selected. Please note that we reserve the right to edit all biographies before publishing them.

|  |
| --- |
|  |

**Referees**

Please provide us with the details of 3 people who we can contact about your application. **At least one of your referees must be an office holder of a Local, Regional or State Party within the Liberal Democrats.** The other 2 need not be Party members. Referees will be asked to give evidence of their experience of you in relation to:

1. Your good character;
2. Your suitability to hold public office;
3. Anything that could be a cause for concern in relation to the Code of Conduct or Eligibility Criteria.

Unsatisfactory references will be investigated, and may be considered grounds for rejecting an application for assessment, or for not adding an applicant to the approved list. Applicants have the right to appeal if they feel that their rights under the constitution have been breached.

Referees must not be:

* blood relatives or those with whom you are in a ‘spousal’ partnership;
* your employees;
* anyone who has a financial or contractual obligation to you, or who is in your debt.

You should have known your referees for at least 12 months, and they must be people with whom you have worked, in either a voluntary or paid capacity, or people who have been in a position to see how you work in the last 2 years. References may be considered unsatisfactory if the referee indicates to us that they are unable to provide any significant evidence because they have a limited knowledge of a candidate. Suitable referees might include, but are not limited to, the following groups of people:

* Former or current employers;
* Teachers from school or university;
* Community Leaders;
* Members of any Groups or Organisations with which you are involved;
* Members of any Campaign Team with whom you have worked.

Referee 1 (Party Office holder)

|  |  |
| --- | --- |
| **Name** |  |
| **Membership no.** |  |
| **Address** |  |
| **Party Office held** |  |
| **Email** |  |
| **Telephone (day)** |  |
| **Telephone (mobile)** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Membership no. (if appropriate)** |  |
| **Postal Address** |  |
| **Email address** |  |
| Telephone (day) |  |
| Telephone (mobile) |  |

**Referee 3**

|  |  |
| --- | --- |
| **Name** |  |
| **Membership no. (if appropriate)** |  |
| **Postal Address** |  |
| **Email address** |  |
| Telephone (day) |  |
| Telephone (mobile) |  |

**Training and development**

In order that we can monitor our pre-assessment day training and support programme, please give us details of any Party training you have attended, mentoring you have had or activities you have undertaken in preparation for attending the assessment centre. Please note that this will not form part of the assessment.

|  |  |  |
| --- | --- | --- |
| Type of activity (training, mentoring, campaigning in a by-election etc.) | Details of which competencies were covered | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 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.

If you enter your details on this form, the Liberal Democrats, locally and nationally, may use information in it, including your political views, to further our objectives, share it with our elected representatives and/or contact you in future using any of the means provided. Some contacts may be automated. You may opt out of some or all contacts or exercise your other legal rights by contacting us. Further details are in our Privacy Policy at [www.libdems.org.uk/privacy](http://www.libdems.org.uk/privacy)

If you would like the form in an alternative format or would like help in completing the form, please contact the Candidates Office on [candidates@libdems.org.uk](mailto:candidates@libdems.org.uk) or 020 7340 4993.

**Name:**

**Membership No:**

**Date of birth:**       Rather not say

# Gender

|  |  |
| --- | --- |
| Male | Female |
| Other | Rather not say |

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

|  |  |
| --- | --- |
| Yes | No |
| 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?

|  |  |
| --- | --- |
| Yes | No |
| Rather not say |  |

(If yes, please feel free to say more below 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.

|  |  |  |
| --- | --- | --- |
| Asian / Asian British Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background (please specify) | **Black / African / Caribbean / Black British**  Caribbean  African  Any other Black background (please specify) | **Other ethnic group**  Arab  Any other ethnic group (please specify) |
| Mixed / multiple ethnic groups White and Black Caribbean  White and Black African  White and Asian  Any other mixed / multiple ethnic background (please specify) | White English/Scottish/ Welsh/Irish  Gypsy/Irish Traveller  Any other white background (please specify) | Rather not say |

# Belief or religion

Which group below do you most identify with?

|  |  |  |
| --- | --- | --- |
| No religion | Baha’i | Buddhist |
| Christian | Hindu | Humanist |
| Jain | Jewish | Muslim |
| Sikh | Other (specify) | Rather not say |

# Sexual Orientation

How would you describe your sexual identity?

|  |  |  |
| --- | --- | --- |
| Bisexual | Gay / Lesbian | Heterosexual |
| Other | Rather not say |  |

**Please consider the following options:**

The Party has a range of support available for candidates from particular groups, and may contact you occasionally with targeted information about this. Please tick this box

if you do **not** want us to pass your information on to sections of the Party that offer this support

***Communication***

The Party is often contacted by the media and other external organisations seeking Party representatives from particular groups. Please tick this box if you do **not** wish us to pass your details to the media or other relevant organisations

***Media***

Under the Equality Act 2010, the Party has the legal right to use positive action in the selection of candidates in order to address under-representation of particular groups. Please tick this box if you do **not** wish for your details to be passed on to

Returning Officers if it is necessary for this purpose ***Returning Officer***

**Thank you for completing this form.**