Green Party Application Form

All personal data supplied to us on this form is used only for the purposes of recruitment and selection of candidates. Forms and any information related to candidates who were unsuccessful are deleted and not retained by the Green Party. Please indicate at the end of this form if you would like us to keep your application on file to be considered for similar roles in the future.

Please note that the Equal Opportunities Monitoring form is detached from your Application Form and will not be submitted to the selection panel. Sensitive data from this form is collected alongside candidate details in order to identify if a candidate requires assistance or reasonable adjustment due to a disability. In attending the recruitment process, we will endeavour to ensure no candidate is at a disadvantage due to disability. Following a recruitment process, sensitive data is anonymised and used to report on diversity outcomes in line with legislation and internal party policy.

Data collection and retention happens in line with the General Data Protection Regulation (GDPR).

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| **Position Applied For:** |  | |
| **Date of Application Submission:** |  | |
| **Where did you FIRST see this job advertised?** (i.e. Guardian Jobs, Charity Jobs, the Green Party website) |  | Green Party membership email |
|  | Social media |
|  | Guardian Jobs |
|  | Charity Jobs |
|  | Work 4 MP |
|  | Vitae Jobs |
|  | Other (please describe): |

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| 1. **Personal Details** | | | | |
| **Last Name:** |  | | **Title:** |  |
| **First Name:** |  | | **Preferred Name:** |  |
| **Address:** |  | | | |
| **Email** |  | | | |
| **Home phone:** |  | | **Mobile phone:** |  |
| 1. **Current Employment** | | | | |
| **Employer Name and address:** | |  | | |
| **Started working here:** | |  | | |
| **Job Title:** | |  | | |
| **Salary:** | |  | | |
| **Notice period:** | |  | | |
| **Reason for leaving (if applicable):** | |  | | |
| **Description of role:** | | | | |
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| 1. **Employment History** |
| **Please give us details of your employment history:** |
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| 1. **Education and qualifications** |
| Please give us details of attained education and/or professional qualifications (if applicable):  *NB: Please do not include any dates* |
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| 1. **Supporting Statement** |
| Please provide evidence of your ability to meet each of the requirements in the Person Specification with regard to the job’s roles and responsibilities – please try and keep your response to 1-2 pages. |
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| 1. **Referees** | |
| Please provide the names and addresses of two referees – one of these should be your current or most recent employer.  Students may provide the name and details of a lecturer, tutor or supervisor.  Please indicate if you would like us to contact you before we contact your referees. | |
| **Referee 1** | |
| **Name:** |  |
| **Organisation:** |  |
| **Job Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Please let me know before you contact this referee:** |  |
| **Referee 2** | |
| **Name:** |  |
| **Organisation:** |  |
| **Job Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Please let me know before you contact this referee:** |  |

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| 1. **Right to Work** | | |
| **Are you legally permitted to live and work in the UK?** | Yes | No |
| **Have you ever been convicted of a criminal offence?**  (declaration subject to *Rehabilitation of Offenders Act 1974*) | Yes | No |

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| 1. **Additional information** |
| Please give below any further information that is relevant to your application.  For example, your application is for a job share; period of time when you would be unavailable  for interview; any special requirements should you be invited for interview etc. |
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| 1. **Consent to retain data** | |
| I would like the Green Party to keep my application on file to be considered for similar roles in the future. | Please cross this box if ‘yes’ |

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| 1. **Declaration** | |
| I confirm that the information given on this form is to the best of my knowledge and belief, true and complete. I also give my consent for the data supplied to us on this form to be used for the purposes of recruitment and selection.  I understand that if any of the information I have given during my application and the pursuant recruitment process is false my employment may be terminated or refused, and any offer withdrawn. | |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Please return your completed application along with an Equal Opportunity monitoring form to the email address specified in the job description & person specification.**