A record should be kept of all potential / actual applicants through the selection.

Collect the following information

Deadline for receipt of completed applications

Applicant name

Membership Number

Date request for application pack received

Date Pack sent/e-mailed

Date completed application received

Is the applicant eligible to apply

(Are they Westminster approved at the deadline date

Have they passed any relevant conversion tests

Where appropriate do they live in the catchment area)

Date applications forwarded to Shortlisting Committee

Date applications returned

Date of any interview

Result of any interview

Date applicant informed

Is the applicant to appear on the ballot paper

Date applicant informed of yes or no.