**Sample covering letter or email for Application Pack**:

*Date*

Dear

Thank you for requesting an application pack for the selection of a prospective parliamentary candidate for the constituency *of xxxxxxx*

Please check that all the documents on the enclosures list at the end of this letter are in your pack. If any of them are missing, please contact me immediately so that I can provide you with a replacement.

If you have any special requirements concerning access to venues or any other needs including special provision for how you receive information, please contact the Returning Officer by either phone or email to discuss these.

**Returning your Application**

The deadline for return of your application is Friday xxxx Submission by email is preferred.

**The Shortlisting Process**

**Either:**

Applicants will be notified how we intend to proceed immediately after the closing date for applications. Assuming there are sufficient applicants to proceed, all applicants who meet the minimum selection criteria will be interviewed.

The interviews will be conducted by the Shortlisting Committee on the dates given in the provisional timetable at the end of this letter. Applicants may be asked to give a short presentation and to answer questions from the panel. The same questions, which will be based on the criteria, will be asked of all applicants. Further details will be sent to those applicants who are successful at the first stage of selection. To help with the planning of the process, **I would be grateful if you could let me know your availability on the dates given when you return your application.**

**Or:**

Applicants will be notified how we intend to proceed immediately after the closing date for applications. Assuming there are sufficient applicants to proceed, all applicants whose written applications meet the selection criteria will be included on the short-list.

**Local Party Contacts**

To help you with any information about the constituency, the following local party members have agreed to act as contacts during the selection procedure:

 Xxxxxxx

 xxxxxxx

**Enforceability of Selection Rules & Queries**

The rules for selection are fully enforceable from the date of the advertisement onwards. It is your responsibility to ensure that you remain within the rules. A copy of the rules is available on the Party web site

(Any infringement of these rules may result in an applicant’s disqualification from the process.

Any queries about the selection process, this application pack or the hustings should be directed to me either by email (preferred) or by telephone if your query is urgent.

**Attending Local Party events**

The Shortlisting Committee is keen that applicants for this constituency should involve themselves in local party activities during the run-up to the selection. A list of events during the selection period is enclosed with the Application Pack. If you have any queries about these events, please get in touch with the contact mentioned in each case or with the Local Party Contacts given previously.

**\*Only to be included if the Shortlisting Committee has decided to allow unapproved applicants to apply**

**\*Applicants not on the Approved List**

If you are not yet on the Party’s Approved Candidate’s List, you are entitled to apply. The Shortlisting Committee has the option to adjust the selection timetable to allow time for unapproved applicants to complete the process, but you are not guaranteed inclusion in the selection. Please let me know at the time of your application whether or not you are on the approved list. If you have not yet completed your approval, you should contact the Parliamentary Candidates’ Office in the first instance to take this further.

I look forward to receiving your application in due course

Yours sincerely

xxxx

Returning Officer, Constituency of xxxxx

**Enclosed**

Application Form

Constituency Profile

Provisional Timetable

Shortlisting Committee Members

Selection Criteria