Each advertisement for a PPC / PCC / Mayor on the National Party website will ask applicants to apply for an application pack.

The reasons for using an application pack are:

* applicants will be able to judge whether the constituency is right for them before they make their application
* all applicants have an equal opportunity of knowing the constituency’s priorities
* having seen the selection criteria before sending in their application, applicants will be able to give more information on the attributes which are most important in that constituency

applicants will all be completing the same form, so it will be easier for selection committees to compare applications

**Typical Contents of the Pack**

Strategic seats will want to provide detailed application packs. For others, the contents of the application pack may be simpler, although the basic information below should still be included.

The application pack should include the following:

* The application form
* The name and contact details for at least one impartial member who can provide applicants with more details
* Information about the constituency/s
* The current political position, number of members and level of activity of the local party/s
* A copy of the selection criteria
* A draft timetable for the selection

The contents of the application pack, particularly the constituency profile, appropriate selection criteria and the format of the application form, based on the selection criteria, should indicate to potential applicants the strength of the Local Party and its priorities.

Applicants will have their own view about what type of seat they wish to apply for and what they are willing and able to do as a PPC / Mayor / PCC. They are unlikely to want to apply to a seat where expectations of the role are different. It is better for all concerned that applicants are not selected where there is a mismatch of expectations.

 For illustration, a sample of a constituency profile is included below.

**Notes on the Application Form**

The Application form should ask for the necessary personal details of the candidate and such other information on the candidate’s campaigning and political experience as the Shortlisting Committee considers necessary. The questions asked on the form should be based on the selection criteria and not repeat the application form used for approval.

Returning Officers and Shortlisting Committees REA will need to consider what level of experience they can expect from the applicants who are likely to apply to their particular constituency and ensure that the questions they ask are relevant in their situation.

Some seats may base their application form on the draft application form as an example. This form using as its basis the selection criteria – the questions you ask will depend on the criteria you have set for your seat.

Alternatively, in addition to the application form, a target constituency might ask applicants to provide one or more of the following:

|  |  |
| --- | --- |
| 1.  | A summary of political and other experience (about 500 words) |
| 2.  | An appraisal outlining how they would plan a campaign in order to develop the constituency to retain control of the Borough and Town Councils when they are next contested and win the Parliamentary Seat at the next General Election (about 500 words) |
| 3.  | An overview of their personal qualities and commitment (about 250 words) |
| 4.  | A portfolio giving evidence of campaign experience, e.g. press cuttings, letters to papers, leaflets they have been involved in producing or rate highly |