**Policy Research Unit Researcher Application**

This application will be treated confidentially and circulated only to those individuals involved in the recruitment process. For full details of how your data is used and the basis for processing your data, please see the Job Applicant Privacy Notice on the PRU careers page at [www.pru.org.uk/Careers](http://www.pru.org.uk/Careers).

Once completed, please email your application and a substantive covering letter, of no more than 500 words to PRUrecruitment@parliament.uk, together with the completed equal opportunities monitoring form, which appears at the end of this application form, if you are content to provide this information for monitoring purposes only.

Application forms sent without a covering letter will not be considered. Applications can be submitted until midnight on the closing date noted in the job advert.

Please note that we do not accept speculative applications at times when no positions are currently being advertised.

**Position for which you are applying:**

**Surname:**

**Forename:**

**Address:**

**Contact no.:**

**Email:**

**Do you have the legal right to work in the UK? Yes****[ ]  No****[ ]**

**Have you applied previously for a role at the PRU? Yes[ ]  No[ ]**

**If so, which role?**

**What is the earliest date on which you could take up employment?**

**The careers page of the PRU website hosts our Job Applicant Privacy Policy which we would ask you to read carefully. In the event that your application is unsuccessful, and your details are on file, are you content for the PRU to contact you regarding future vacancies?**

**Education since age 15**

*(In reverse chronological order, most recent first. Please include any professional qualifications.)*

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|  |  | EXAMINATIONS PASSED |
| DATES (from/to) | ESTABLISHMENT(Name, location)  | Subject | Level (A-level/GCSE etc) | Grade(s) |
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**Employment history, including any part-time work**

*(Not to be enclosed on a separate sheet.)*

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| --- | --- | --- | --- |
| Employer(*names and full address in reverse chronological order)* | Dates | Position | Reason for change |
| From | To |
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| **Policy/political/parliamentary experience (max. 250 words)** |
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| **Experience of networking/forging relationships (max. 250 words)** |
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| **Experience of undertaking research in a professional environment (max. 250 words)** |
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**Other relevant details**

Where did you hear about this vacancy?

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| **Is there any other information pertinent to your application not so far included? (max 250 words)** |
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| **The PRU welcomes applications from people with disabilities. Please indicate in this section if there is anything that we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities.***Please note that the email inviting shortlisted candidates for interview will ask if you need any adjustments for the interview itself. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.* |
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**Written Task**

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| **How would you advise a newly elected Conservative MP to go about making his or her mark in this new Parliament? Please give reasons for your answers and do not exceed 500 words.**  |
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I authorise the PRU to make such further confidential enquiries relating to the application as may be considered necessary (present employer excluded)

 **Yes[ ]  No[ ]**

**PRU Equal Opportunities Form**

In accordance with its policy on equal opportunities in employment, the PRU will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

|  |  |
| --- | --- |
| **Post title:** |   |
| **Location:** |   |
| **Full name:** |   |
| **1. Gender at birth** |
| Male |   |
| Female |   |
| Prefer not to say |   |
| **2. Which of the following describes how you think of yourself?** |
| Male |   |
| Female |   |
| Prefer not to say |   |
| Other |   |
| **3. Gender reassignment: do you intend to, are you in the process of, or have you ever undergone the process of gender reassignment?** |
| Yes |   |
| No |   |
| Prefer not to say |   |
| **4. Age** |   |
| **5. Marital status** |
| Married (opposite sex) |   |
| Married (same sex) |   |
| Civil partner |   |
| Single |   |
| Other |   |
| **6. What is your sexual orientation?** |
| Bisexual |   |
| Gay man |   |
| Gay woman/lesbian |   |
| Heterosexual/straight |   |
| Other |   |
| Prefer not to say |   |
| **7. Do you have any disabilities?**YES/NOThis information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please fill out the relevant section on the application form. |
| **8. Ethnic origin**(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Northern Irish |   |
| Irish |   |
| Other, please specify: |   |
| **B Mixed/Multiple ethnic groups:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Other, please specify: |   |
| **C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh or Asian Northern Irish:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Other, please specify: |
| **D Black, Black British, Black English, Black Scottish, Black Welsh or Black Northern Irish:** |
| Caribbean |   |
| African |   |
| Other, please specify: |   |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Chinese Northern Irish:** |
| Chinese |   |
| Other, please specify: |   |
| **F Other ethnic group:** |
| Arab |   |
| Prefer not to say |   |
| Other, please specify: |   |
| **9. Religion or belief** |
| No religion or belief |   |
| Buddhist |   |
| Christian |   |
| Hindu |   |
| Jewish |   |
| Muslim |   |
| Sikh |   |
| Prefer not to say |   |
| Other, please specify: |
| **Where did you see this post advertised?** |
|   |
| **Data protection:** The organisation treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing is provided in the PRU’s Job Applicant Privacy Notice, found on our careers page [www.pru.org.uk/Careers](http://www.pru.org.uk/Careers).I hereby give my consent to PRU processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the PRU. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the PRU at PRUrecruitment@parliament.uk.  |
| **Applicant's signature (electronic suffices)** |   | **Date:** |   |