

FORM A: APPLICATION FORM 2017 – to be completed by the applicant

Please read carefully and tick which of the following you wish to attend. Please return completed forms to MarkPerry@ipt.org.uk

Parliamentary Attachment Scheme – cost £950	TICK
a) 1/2 day seminar- 20 March 2017 - Attachment dates to be advised.	<input type="checkbox"/>
b) 1/2 day seminar- 3 April 2017 - Attachment dates to be advised	<input type="checkbox"/>

Optional Free Seminars – cost £199 per course if not attending Attachment Scheme Seminar	TICK
Select Committee Training ½ day seminar – 2 nd May 2017	<input type="checkbox"/>
Legislation Training ½ day seminar – 12 th May 2017	<input type="checkbox"/>
Parliamentary Questions ½ day seminar – 13 th June 2017	<input type="checkbox"/>

CANDIDATE DETAILS

Title	
Name	
Job title	
Department/Agency Full name	
Work address	
Work telephone no	
E-mail address	
Home address	
Emergency contact number	
Do you have a disability for which you will require assistance? Please specify your needs.	
Dietary Requirements	
Passport number (if traveling internationally)	

Please forward this form to your budget officer to complete Form B

FORM B: PAYMENT AUTHORISATION FORM 2016

To be completed by authorising officer

I confirm that the appropriate fee for the attachment and/or optional session will be paid by the employing department or agency

AUTHORISING OFFICER DETAILS

Title:	
Surname	
Forename	
Job title	
Department/Agency	
Address	
Tel Number	
E-mail address	
Name of candidate	
Purchase Order No	
Name and address for invoice if different from above	

For applications returned by e-mail it will be accepted that the above has authorised the payment and the invoice will be issued automatically

SCHEME FEES: Parliamentary: £950

UK PARLIAMENT TRAINING: £199 (per course)

Please return application forms to the address below by the advised closing date.

Payment **MUST** be made prior to the commencement of the selected programme.

Payment may be made by GPC. Call Mark Perry on 020 7839 9414 with details.

Industry and Parliament Trust
3 Whitehall Court
London SW1A 2EL

Telephone: 020 7839 9400
E-mail:
industryandparliamenttrust@ipt.org.uk

All fees and any travel and subsistence incurred for the attachment element of the schemes will be met by the candidate's department or agency.

If the candidate is unable to take up the place and payment has been made, a substitute may be made.

IPT reserves the right to charge a cancellation fee.

FORM C: PERSONAL SUMMARY – to be completed by the applicant

Title:	
Name	
Job Title	
Department/Agency	
Work address	
Work Tel No.	
E-mail address	
Home address	
Emergency contact number	

1. What do you hope to learn from participating in your chosen Programme, including your objectives for your Attachment?

2. What is your current role, including your key responsibilities?

3. What was your previous role, including key responsibilities?

4. What are your general interests/hobbies away from the workplace?

This form will be forwarded to Parliamentarians to assist with the 'matching' process.