



MAKE YOUR MARK

Candidate's Elections Pack 2011



Information about Elections

Who can stand?

Any attending Strathclyde Student (Ordinary Member – see Constitution for more details) can run for any of these positions. You don't have to have climbed the ranks of the Students' Association or have held any previous position at all - the only qualification is that you are a Strathclyde student!

A Sabbatical position is full-time, so if you are in the middle of your degree, you will have to take a year out of your studies to fulfil the role – this will also require written permission from your Vice Dean (Academic). For the part-time, voluntary positions, you will continue studying full-time and carry out the role along side your studies.

What positions are available?

There are 13 positions up for grabs for the 2011-12 year. They are split up into full-time sabbatical positions and part-time voluntary positions.

The six full-time sabbatical positions make up the Executive Committee, who are responsible for the day-to-day management of the organisation as well as being members of the Board of Trustees. The Board holds overall financial, legal and strategic responsibilities for the Organisation.

The six Vice Chair positions are also members of the Trustee Board, but are not members of the Executive Committee. They will predominantly be focussed on the work of the Forums, encouraging more students to get involved in their specific area.

For more information on being a Trustee, read OSCR's (the Office of the Scottish Charities Regulator) guide to being a trustee on www.strathstudents.com/elections

*The final part-time position is the Policy & Democracy Officer. This position is not a member of the Executive Committee or the Board of Trustees, but is responsible for keeping an objective eye on how things are run through the forums, Policy Council and Questions Times. They will also be responsible for ensuring the elections, referenda and General Meetings are organised and promoted - making sure things are **By Students, For Students**.*

For more information about each of these roles as well as how they fit into the structure, read our Elections Booklet on www.strathstudents.com/elections

As the positions being elected are still fairly new to the organisation, we will be holding an information session on Wednesday the 16th of February from 2pm in The Debates Chamber, Level 6 of the Union for interested students or potential candidates.

Elections Timetable 2011

<p>Monday 14th February – 9:00am</p>	<p>Nominations Open Nomination forms will be available at both the John Anderson Campus and Jordanhill Campus. Nomination forms are also available online at www.strathstudents.com/elections</p>
<p>Wednesday 16th February – 2:00pm</p>	<p>Elections Information Session A chance to find out more about what elections entail and ask questions about the positions or the processes</p>
<p>Monday 28th February – 12:00 noon</p>	<p>Nominations Close Nomination forms must be completed and handed to Al Wilson, Democratic Services Co-ordinator, The Union, Level 10 or to the Association Office at Jordanhill by this time. <i>Late submissions will not be accepted under any circumstances.</i></p>
<p>Monday 28th February – 5:00pm</p>	<p>Candidates Meeting – Debates Chamber, Level 6 Candidates will be briefed on the next steps of the election campaign as well as getting the opportunity to meet the people they are running against. Candidates will have to choose the colour of paper for their publicity and confirm how they wish their name to appear on the ballot paper.</p>
<p>Monday 7th March – 12:00 noon</p>	<p>Publicity Collection – Debates Chamber, Level 6 Candidates can collect 75% of their posters and 75% of their flyers at this time</p>
<p>Monday 7th to Friday 11th March – 10.30am- 2.30pm</p>	<p>Publicity Collection – Jordanhill Association Office Candidates can collect the remaining 25% of their posters on any day this week, during office hours.</p>
<p>Tuesday 8th March – 5:00pm</p>	<p>Candidates Question Time – Vertigo, Level 8 All candidates must attend</p>
<p>Monday 14th March – 12noon</p>	<p>Publicity Collection – Debates Chamber, Level 6 Candidates can collect the remaining 25% of their flyers at this time.</p>
<p>Monday 14th March – 5:00pm</p>	<p>Polling Opens – www.strathstudents.com This will allow you to visit students living in halls and encourage them to vote.</p>
<p>Tuesday 15th March – 5:00pm</p>	<p>Polling Closes – www.strathstudents.com Polling will close at 5:00pm prompt.</p>
<p>Tuesday 15th March – 5:00pm</p>	<p>Satisfaction Signature – Priory Bar, Level 6 All candidates must meet in Priory Bar on Level 6 and sign a declaration that they are satisfied with the election process and the count can go ahead. If there are any complaints that you wish to be discussed at an Election Tribunal then you must inform the Returning Officer by letter or email by 5.30pm at the latest. The Election Tribunal will commence at 5.30pm prompt. Following the election tribunal, the count will take place. A buffet and drinks will be available in the Priory Bar for candidates and their campaign teams.</p>
<p>Tuesday 15th March – Approximately 8:00pm onwards</p>	<p>Election Results – Vertigo, Level 8 An Election Night Event will take place in Vertigo on level 8 throughout the evening. Once the votes have been counted, the result will be announced here.</p>

Getting Nominated

Nominations

There are a few things that you will need to complete and submit (on time and in the proper format) in order to become a candidate in this election – Don't worry, it's not as complicated as it sounds!

The first thing that you will need to complete is your nomination form (attached at the end of this pack). Every position up for election will require the candidate to be nominated by 20 other Strathclyde Students – these names will be checked and verified before you will be confirmed as a candidate. You can get your friends to nominate you, but this is a really good chance to go and talk to some students and find out what they want from their student leaders, so put yourself outside your comfort zone and get chatting!

Manifesto Text

One of the main things that you will have to submit along with your nomination form is a manifesto. This is basically a list of things that you stand for, that you want to change or that you want to achieve if you were to be elected. This is a really important part of your candidacy as it differentiates you from other candidates, so spend time on it, talk to other students and get it right!

All you need to do is submit a maximum of 200 words which will be uploaded to the website at www.strathstudents.com/elections as well as being printed in the Candidates Booklet. This is your official statement to the electorate, so you can detail your experience, skills, goals or anything else you think will convince people to vote for you.

Manifesto Poster (A3 single sided & A4 double-sided)

Your main form of publicity will be your printed manifesto poster. This can be as simple or elaborate as you like and can be as brief or long-winded as you see fit – it's up to you! You can, of course, use the same text as your manifesto text for the website and Candidate Booklet, but you will need to include the following mandatory text somewhere on the poster:

***“Vote at <http://pegasus.strath.ac.uk> from Monday 14th March 5:00pm –
Tuesday 15th March 5:00pm”***

Publicity Poster (A3 single sided & A4 double-sided)

As well as producing a manifesto, you will need to design and submit a publicity poster. This can be anything you like to promote your name – a play on words or a brand name, or simply just your name – let your imagination run wild! You should include the above mandatory text somewhere on this as well.

Publicity Flyers (A5 double-sided)

One of your main weapons for promotion on Election Day itself will be your flyers. Normally, your manifesto poster and publicity poster will be shrunk and placed on either side of your flyers, but you do have the choice to submit a different design. Be very careful – text may look great at A4 size, but may be unreadable at A5 size (half the size)! Again, the mandatory text should be included somewhere on the flyer.

Photos

We ask that all candidates submit a photo of themselves along with all of their publicity. This should be of decent quality, clearly show your face and be in a .jpg format. This will be used in the Candidates Booklet and on the website, so make sure you are happy with it! We will also be taking photos of all candidates at the Candidates meeting on the 28th February, so you'll have a choice!

The Nomination Checklist

Item	Submitted by e-mail	Submitted on paper	Format
<input checked="" type="checkbox"/> Nomination Form	Optional	Essential	N/A
<input checked="" type="checkbox"/> Manifesto Text	Essential	Optional	Microsoft Word (.doc)
<input checked="" type="checkbox"/> Manifesto Poster	Essential	Optional	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Publicity Poster	Essential	Optional	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Publicity Flyer*	Optional*	Optional*	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Candidate Photo	Essential	Optional	JPEG (.jpeg)

****If no flyer design is submitted, the manifesto poster and publicity poster will be used in a double-sided A5 format***

*If you have any problems or questions regarding the Nomination Checklist, please get in touch with Al Wilson, Engagement & Support Manager as soon as possible. **LATE NOMINATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES***

Running Your Campaign

Candidates' Meeting

Once the nominations have closed at 12noon on Monday 28th February, you will need to attend the Candidate's meeting at 5:00pm in the Debates Chamber, level 6 of the Union on the same day.

It is extremely important that you attend this meeting as the following things will take place:

- Your 'Official' photo will be taken for the Candidate's Booklet and the website
- Candidates will choose their colour of paper for their publicity
- Candidates will confirm how their names will appear on the ballot paper (you can add in a nickname or a campaign slogan to your name if you would like to. For example, if your name was 'Rocky Balboa' and your nickname was 'The Italian Stallion', you could request your name to appear as "Rocky 'The Italian Stallion' Balboa" on the ballot paper for the election).
- It will also be an opportunity to ask questions about the process as well as finding out who you're going to be up against!

If you cannot make the meeting, you should let us know ASAP – you may send a member of your campaigns team who can make decisions in your absence, but you should always notify us in advance on elections@theunion.strath.ac.uk.

Campaigning

One of the most important parts of campaigning is making sure that you're not on your own! You will need a dedicated group of about ten or twelve friends and supporters to help you run your campaign. You can organise this in any way you want to, but most candidates will nominate a 'Campaign Manager' to organise the volunteers on your behalf.

The sorts of things they will be doing include putting up posters, doing lecture hits, handing out flyers, knocking on doors and generally getting the message out that you are the one to vote for! Obviously, these things all require a different set of skills, so make sure you match up jobs with the things that your volunteers are good at and will enjoy.

The important thing to remember is that campaigning is up to you – don't expect people to come and ask you your opinion on something; you will need to spread the word to them! You and your campaigns team will need to make the effort to get out and about campus to convince students that you are the best person for the job – be pro-active and not reactive!

You also need to make sure that you get your point across quickly and effectively without people feeling that they are being lectured to or as if it will be a bit of a chore to go and vote – have a plan of how you can **engage** with students depending on their interests or situation and stick to it. This means that you may have a different script when you are knocking on doors in halls to when you are talking to people at the library – make it relevant. Remember why you first decided to stand

and what you want to achieve – this should be a positive experience and not a negative or aggressive approach as most students will ‘turn-off’ and probably won’t vote at all.

So, to re-cap, when you or your campaign team are campaigning remember:

- Gather a team of about a dozen Campaign Volunteers (nominate a Campaign Manager to help you organise them)
- Distribute tasks according to strengths and interests of your volunteers
- Be pro-active, not reactive
- Have a plan and stick to it
- Engage with students depending on their interests or situations
- Make your campaign relevant to students
- Remember what you want to achieve and be positive about change

Publicity & Allowance

Candidates will receive the following publicity:

Contested Elections	2500 A5 Double sided Flyers 1000 A4 Posters*
Uncontested Elections	500 A5 Double sided Flyers 150 A4 Posters*

*2 A4 posters may be substituted for 1 A3 poster. Requests must be placed at the Candidates Meeting on Monday 28th February at 5.00pm. All publicity is printed in black & white on coloured paper, so please choose what colour you would prefer before the candidates’ meeting.

Candidates in uncontested elections may, on the request to the Policy & Democracy Officer, opt to receive the full amount of publicity.

Only the publicity produced on your behalf by the Union may be used for election purposes. You may not produce any additional posters or banners of your own.

You may use as much recycled cardboard e.g. old boxes as you wish.

You may **NOT** affix posters to:

- Fire doors (including the windows of fire doors)
- Trees
- The outside of the lockable display boards of the Union
- Or anywhere where they may cause a hazard

Failure to follow these rules may lead to publicity being removed by University Cleaning staff or candidates being penalised. The University Estates department will be contacted and asked to leave all posters properly displayed in place throughout the election campaign. However, they will

remove posters that have not been displayed properly and in the event of this they will contact the Policy & Democracy Officer who will take further action, including withholding further publicity.

Vandalising the publicity of other candidates is strictly against the rules and will not be tolerated.

*All candidates will be given an allowance of £30 to be used for election and publicity expenses. This will be provided on a 'spend and claim' basis whereby candidates must provide receipts and complete an expenses form in order to be refunded for expenses. This is the only budget that you are allowed to use for Elections purposes. **Candidates may not add any of their own funds for election campaigning.***

Please bear in mind:

- 1. This allowance is to spend on your campaign. You cannot, under any circumstances, exceed the amount allocated. If the Returning Officer has evidence that amounts being spent are higher, then you may be disqualified from the election.*
- 2. All candidates are required to produce receipts for all of their expenditure on the campaign by the close of balloting on Tuesday the 15th March. Failure to do so may result in disqualification.*
- 3. Campaign expenditure shall be defined as 'any expenditure that is carried out with the purpose of promoting a candidate's election campaign'. This includes publicity, costume hire, T Shirt production etc. The Policy & Democracy Officer's decision on the application of this definition is final and so you are advised to check beforehand.*
- 4. Candidates should only do what others have had the opportunity to do. This means that any 'sponsorship' or 'favours' that have a value but do not involve candidate expenditure must be available to all candidates in a given election. In this event candidates must report this to the Returning Officer before using any such 'sponsorship' or 'favours'.*

Make sure you distribute your publicity as effectively as possible – there will be a lot of posters up around this time, so you will be competing for space; equally, you don't want to use it all and end up having nothing for election day itself!

Question Time

All candidates for the posts of President and Vice Presidents will be required to take part in the Candidates' Question Time. The format will be as follows:

- Candidates will be taken by 'Post' in the following order:*
 - Vice President Activities & Development*
 - Vice President Education & Representation*
 - Vice President Equality & Diversity*
 - Vice President Services*
 - Vice President Sports, Physical Activities & Wellbeing*
 - President*

- *Each group of candidates for each post will be taken in alphabetical order and will have 5 minutes to make a speech*
- *After all candidates for a post have made their speeches, candidates will have the opportunity to respond to questions put by the audience*
- *These questions will be taken in groups of three and the candidates will be taken in reverse alphabetical order – you will have 3 minutes to respond to the group of questions*
- *If there are more than three questions, a further group of questions will be asked with the order of responses taken in alphabetical order – this pattern will continue if required*
- *All questions will be taken in writing and will be directed to the post and not to individual candidates*

Making speeches may not be something that you will have done before, but don't worry, it is just your chance to tell everyone who you are and why they should vote for you. Here are a few tips to help you get organised:

1. **Clarity:** *Speak slowly and clearly so that members of the audience can understand you. Try to rehearse your speech as much as possible.*
2. **Structure:** *Tell your audience your main points and then elaborate upon them and then repeat at the end. With each point, try to remember to state it, explain it, illustrate it.*
3. **Timing:** *Try to be as brief and as concise as possible, especially if you are intending on making an announcement before a lecture.*
4. **Presentation:** *Try to hold yourself properly when making your speech. Stand up straight and do not fiddle with anything. Try to look at the audience rather than at your paper and remember to smile.*

Bebo/Facebook

Candidates are encouraged to make use of social networking sites such as Bebo or Facebook. We would recommend that you either set up a new account (if you are already registered) or that you set up a 'Group' page for the duration of your campaign.

This is a great tool and can make a huge difference to elections as there is no limit to its use as opposed to a finite amount of printed publicity – Remember, the elections will be run on www.strathstudents.com/elections, so it makes sense to promote yourself online where possible.

WARNING! *Candidates are asked to remember that you are bound by the same rules online as you are with all other aspects of the elections. To this end, please do not 'spam' people with campaign information – if someone asks you not to send them information, please respect their wishes. Also, the Policy & Democracy Officer and the Democratic Services Department will be monitoring pages, so make sure there are no derogatory comments about your opposition on your site – you will be held responsible for your Campaigns team, so make sure they know that too.*

Candidates are asked to be respectful of students and not to intrude on what may be deemed to be 'personal' web pages. Also remember that you are all candidates going through the same process, so please do not discourage others from campaigning – concentrate on being positive about your own campaign.

If you have any queries or problems with the use of Facebook/Bebo or any other social networking sites, please ask on elections@theunion.strath.ac.uk.

Election Rules

The Association is committed to running fair and free elections. To this end, we would ask that all candidates note the following:

- Nobody shall indulge in campaigning for a particular candidate until close of nominations.
- Candidates will ultimately be held responsible for the actions of their campaign teams. It is up to candidates to ensure that their campaign teams follow the rules.
- As we hope to have computers set up in the foyer of the Union Building to allow students to vote, you will not be allowed to campaign in these areas whilst polls are open.
- No member of Association staff is permitted to be involved in a campaign team.
- Sabbatical officers can only campaign for particular candidates if they have taken holiday time in order to do so. No Exec member can use their office at any time for campaigning purposes.
- Current Sabbatical Officers who are standing for any position – or campaigning on behalf of another candidate – are prohibited from using Association offices or office equipment for the purposes of elections – this includes storing or displaying all types of publicity materials.
- Nobody shall be allowed to use loudspeakers, nor will any candidate be allowed to be mentioned over a loudspeaker/PA system.
- Cars and personal vehicles may not be used for election purposes.
- Level 7 of the Union, John Street will remain an election free zone. No active campaigning may take place and no posters may be displayed here. No facilities on Level 7 may be used for election purposes e.g. IT facilities, storage, etc
- Candidates are encouraged to perform "lecture hits" but you must not disrupt lectures, and you should ask permission from any lecturer who is present. Please respect their decision.
- Chalking walls and pavements is strictly against the rules as it is viewed by the University as being vandalism. Any candidates using chalk will be dealt with severely and may be expelled from the election.
- Whilst polls are open, candidates and their nominees are not permitted to campaign within 1 metre of a computer. This includes posters, flyers and all other forms of campaigning – the only exception will be to updating your Bebo or Facebook candidate accounts.
- No websites may be used for campaigning. However, each candidate may set up a Bebo and/or Facebook page for their election. These accounts will be closely monitored by the Policy & Democracy Officer and are covered by all other Election Rules as any other aspect of elections

- *As per the Data Protection act, you should not send unsolicited e-mails, including to any e-mail lists of which you are a member but which have not been compiled for the purpose of election campaigning this includes Clubs, Societies, Groups and Class lists.*

The Legal Bit

Please note that the elections are being run under the rules and regulations of the Association Constitution, as agreed by University Court. Nothing in this document can in any way supersede the Constitution. Candidates can access a copy of the Association constitution on the Union website (www.strathstudents.com/constitution) or from Democratic Services on Level 7.

How Can I Make A Complaint?

You have until 5.00pm on the day of the Election to make any formal complaints. These should be made in writing to the Policy & Democracy Officer c/o the Democratic Services Office on Level 7 of the Union, 90 John St or via e-mail to policydemocracy@theunion.strath.ac.uk. Please include any evidence relating to your complaint.

These will be discussed at an Election Tribunal. This committee is chaired by the Policy & Democracy Officer and consists of 4 other member of the Policy & Democracy Committee, an External Observer appointed by the University or their nominee.

The kind of conduct that may lead to a complaint being taken to a tribunal involves:

- *Physical assault, threatening and abusive behaviour.*
- *Falsification of any documentation or information that is required by the election procedures.*
- *Any unconstitutional interference in the electoral process or any other serious electoral malpractice or irregularity.*

Contact Details

If you have any questions or enquiries before or during the Election Period please contact:

*Neil Campbell – Policy & Democracy Officer
Email: policydemocracy@theunion.strath.ac.uk*

OR

*Al Wilson, Engagement & Support Manager
Email: elections@theunion.strath.ac.uk
Phone: 0141 567 5049*

Democratic Services, Level 7, The Union, John Anderson Campus.

We will attempt to deal with your questions and problems as quickly as we possibly can. Anyone with urgent enquires should telephone Al Wilson who will then get in contact with the Policy & Democracy Officer.

Additional information can also be found on www.strathstudents.com

Election Days

Polling Stations

We hope to provide polling stations in the lobby of the Union building on Tuesday 15th March. Therefore, candidates will not be allowed to campaign in this area.

How to Vote

Elections for Students' Association Positions will be held online via the University's portal PEGASUS. This means that you will be able to vote no matter where you are, so long as you have a valid log in and an internet connection. You also have the right to go back in and change your vote as many times as you like right up until polls close (your final vote is the only one counted!)

Every graduating Strathclyde Student can vote in Association Elections. All you need to do is:

- *Log on to <http://pegasus.strath.ac.uk>*
- *Follow the on-screen instructions to vote for each post*
- *That's it! Easy as that!*

All Students' Association's elections operate by using a Transferable Voting system. It is vital that you understand how this system works so that you do not misinform students.

The Alternative Transferable Voting system (ATV) is used to elect a single candidate for a position (e.g. to elect each of President & Vice Presidents). The Single Transferable Voting system (STV) is used to elect multiple candidates for a position (e.g. to elect 8 student representatives to attend an NUS conference).

Why we Use the Transferable Voting System

Parliamentary Elections use the 'first past the post' system, which gives each voter a single vote. With this type of system, a candidate is elected simply by coming top of the poll. The result of the election could look like this:

<i>Candidate A</i>	<i>999 votes</i>
<i>Candidate B</i>	<i>1000 votes</i>
<i>Candidate C</i>	<i>950 votes</i>
<i>Candidate D</i>	<i>800 votes</i>

Candidate B is first past the post and will be elected to represent that constituency, despite the fact that 2749 people did not want him to be their representative and chose another candidate. Their votes are, in effect, wasted.

The Transferable Voting system, however, allows each voter the fullest freedom of choice between candidates, and therefore the maximum use of their vote. When used properly, it works to elect the least unpopular candidate.

How the System Works, and How We Count Your Votes

With the Transferable Voting system, each voter is asked to rank the candidates in order of personal preference.

For example, a completed ballot slip might look like this:

Candidate A	1
Candidate B	4
Candidate C	
Candidate D	2
Re-Open Nominations (RON)	3

At the close of voting, all the completed ballot forms are counted and allocated to each candidate according to the first preference indicated.

The Returning Officer for the election then declares the total number of valid votes, and the required quota. The quota is simply the minimum number of votes a candidate must gain in order to be sure of election. For single posts, the quota is a simple majority; the successful candidate must gain at least 50% of the total number of valid votes, plus one.

When more than two candidates are running for the same position, it is unlikely that a single candidate will achieve this quota. In this case, at the end of the first round of counting, the candidate with the least amount of votes is eliminated, and each of their votes is re-allocated to the next expressed preference on that ballot slip.

If, at the end of this second round of counting, the required quota has still not been achieved by any of the remaining candidates, then the process is repeated. The candidate with the least number of total votes is eliminated, and their votes are redistributed to the next indicated preference.

This process of elimination and redistribution is repeated until a candidate either achieves the required quota of 50% of the valid number of votes plus one, or until the final round, where only two candidates remain. In this case, the candidate with the highest number of total votes will be elected.

Who is RON?

Voting RON or Re-Open Nominations is an option in each election. If RON receives the most votes in any given election then none of the candidates for that position are elected and nominations are re-opened. At this point anyone may choose to lodge their nomination. Previous candidates are free to stand again.

Clearing Up

Once polls close at 5:00pm on Tuesday 15th March, all candidates must make sure that their Campaigns Team go around campus and take down all publicity – Results will not be announced until all Candidates have completed this task.

We will also be asking for a 'satisfaction signature' from all candidates. This is to confirm that you have no further queries or complaints about the election or other candidates and the count can take place. This will be done at 5:00pm in the Priory Bar on level 6 of the Union.

Announcing Results

As all elections are completed online, USSA has developed software to automate the count through the transferable vote system so that results are instantaneous. However, the results are announced through a separate piece of software which will break down results into year group and faculty for each post, so that all candidates can analyse the voting patterns.

This will be done on a big screen in The Lounge and will begin from 8pm. Results will be announced in reverse alphabetical order with Vice Chairs and the Policy & Democracy Officer first, followed by the Vice Presidents and the President elections. This will take approximately 1-2hrs.

All results will then be split up and placed online on www.strathstudents.com/elections the following day.

So, one last time...The Nomination Checklist:

Item	Submitted by e-mail	Submitted on paper	Format
<input checked="" type="checkbox"/> Nomination Form	Optional	Essential	N/A
<input checked="" type="checkbox"/> Manifesto Text	Essential	Optional	Microsoft Word (.doc)
<input checked="" type="checkbox"/> Manifesto Poster	Essential	Optional	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Publicity Poster	Essential	Optional	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Publicity Flyer	Optional*	Optional*	Microsoft Word (.doc) Microsoft PowerPoint (.ppt) Adobe PDF(.pdf)
<input checked="" type="checkbox"/> Candidate Photo	Essential	Optional	JPEG (.jpeg)

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