



Staff Application Form – Elections (Casual Work)

Please return your completed form to electionstaff@eastsuffolk.gov.uk

Section 1 – About You	
Title:	
Full Name:	
Home Address:	Postcode:
Date of Birth: <i>(You must be 18+ to work on elections)</i>	
National Insurance Number:	
Nationality:	
Email:	
Phone Numbers:	Home
	Mobile
	Work
Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, are there any conditions or restrictions on your eligibility to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not eligible, what type of work permit do you require?	
Do you work for East Suffolk Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you pay Income Tax?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have your own transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current or Most Recent Job Title:	
Medical: <i>(Please record any medical conditions we may need to be aware of)</i>	
According to the definition of disability, do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are disabled, please provide details of adjustments, if any, that you would require to support you in undertaking the role:	We are positive about diversity; if you have a disability and think you may have difficulty with some of the duties, you will still be considered providing some reasonable adjustments can be made.

Section 2 – Election Roles		
Do you have any previous Elections experience? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please outline details below</i>		
Election Role	Authority	Date

Please tick all the Election Roles you would like to be considered for: For further information please see the Job Descriptions on our website	
Presiding Officer at a Polling Station <i>Hours (approximately) 6.30am – 10:30pm on Polling Day</i> <i>(You must be available to work the full day)</i> <i>Previous experience of working as a Presiding Officer is required.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Poll Clerk at a Polling Station <i>Hours (approximately) 6.30am – 10:30pm on Polling Day</i> <i>(You must be available to work the full day)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Verification/Count Assistant <i>Hours – Day or Night depending on the election</i> <i>The role requires high levels of concentration and accuracy.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 3 - Eligibility to Work in the UK and Rates of Pay
<p>We need to see proof of your Eligibility to Work in the UK (even if you work for East Suffolk Council) as your employment for Elections is with The Returning Officer and not the Council. The most commonly presented documents are:</p> <p>a) Your UK or EU passport; or b) Your full birth certificate AND an official document, issued by a government agency or previous employer, giving your NI number and name.</p> <p>If you are not employed by East Suffolk Council, an appointment will need to be arranged to see both yourself and your right to work documentation in person, in accordance with legislation.</p> <p><i>Please note that your Work ID is not acceptable for this purpose.</i></p>
<p>Rates of Pay</p> <p>The rates of pay for election staff vary depending on the job role. The amount will be confirmed in any job offer prior to an election. If you indicate that you are available for the role, we will contact you with a Letter of Appointment confirming the details which must be signed and returned by the deadline indicated.</p>

Section 4 - Your Data
<p>The personal data provided in this form is required so that we can check your eligibility to work on elections and contact you when filling positions at elections. You have a choice as to whether you provide us with this information as it can only be by your consent. However, if you do not provide us with the information we have asked for we may not be able to add you to our casual elections staff database and so will not be able to employ you. Before each scheduled election we may contact you to check whether you are available or not. The completion of this application form does not guarantee an offer of an election post. We are often over-subscribed with available staff, many of whom have already worked for us in the past. Due to the large volume of applications we receive, we cannot write to applicants who are unsuccessful, but details will be held on our staff database in case a suitable vacancy arises at future elections. Being prepared to accept an offer of employment at the last minute will increase your chances of being offered a position.</p>

We are required to share some of your data with our payroll service so that we can pay you for work you have done for us. We will also need to share your name and phone number with others you will be working with on elections, such as at polling stations, so that you can contact each other in advance or in case of emergency. We may also need to share your data with our HR team so that they can advise on issues such as right to work in the UK, and when required to do so by law, such as for the prevention and detection of crime and disorder, including fraud.

We take your privacy seriously and will store your data securely at all times complying with our obligations under the Data Protection Act and the General Data Protection Regulation. The Returning Officer, who is also the Electoral Registration Officer, is the data controller and is registered with the Information Commissioner.

We will keep your data until such time as you ask us to delete it or we have been unable to make contact with you. You can ask us to delete your personal data at any time by emailing electionstaff@eastsuffolk.gov.uk ; writing to **Electoral Services, East Suffolk Council, Riverside, 4 Canning Road, Lowestoft NR33 0EQ** or by calling **01502 523251**. If we delete your data we won't be able to get in touch with you about election work.

You can access our privacy notice through this web page:

www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Electoral-Services-Privacy-Notice.pdf

Section 5 - Declaration	
Please complete the following declarations and sign below. If the declaration is not completed and signed, your application will not be considered.	
Are you a relative or friend of any councillor or possible candidate in any forthcoming elections?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please give details</i>	
Have you been convicted of a criminal offence? (that is not spent under the terms of the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please give details, including dates.</i>	
<ul style="list-style-type: none"> In order to ensure a transparent and apolitical process - I confirm that if I am offered a position to work on the delivery of an election (or referendum) I will not subscribe a nomination paper, campaign for or assist; any political party, campaign group or candidate standing at or campaigning in that specific election (or referendum). I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. I consent for my data to be used for the purposes that have been explained. 	
Signed:	
Date:	

Please return your completed application form to electionstaff@eastsuffolk.gov.uk and make an appointment to bring in your Eligibility to Work document(s).

If you have any questions please contact the Electoral Services Team on the above email address or by calling **01502 523251**