

North East Lincolnshire Council

Application Form for Election Duty

Please return you completed form to elections@nelincs.gov.uk or post to: Electoral Registration Office, North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby DN31 1HU

Section 1 – About you

Title		
First name		
Surname		
Home address		
Phone numbers	Home	
	Work	
	Mobile	
Email		
Date of birth <i>(you must be over 18 to work)</i>		
National Insurance Number		
Are you an employee of North East Lincolnshire Council?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you eligible to work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a full, clean driving licence and have use of a car? <i>(This is relevant to some election roles)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a disability as defined by the Disability Discrimination Act 1995? Please let us know if you would need support in delivering an election role (We may contact you to discuss further)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How did you hear about the roles in elections?		



Section 2 – Election Roles

Please tick all the Election Roles you are interested in:

Polling Clerk at a polling station Hours 6.30 am – 10.00 pm Must be literate, numerate, able to work calmly under pressure	<input type="checkbox"/>
Presiding Officer at a polling station Hours 6.30 am – 10.00 pm, plus collection and delivery of ballot box(s) Experience required either as a Polling Clerk or Presiding Officer. Use of a car required	<input type="checkbox"/>
Counting Assistant at the Count Hours – days or overnight count depending on the election Must be literate, numerate, able to work calmly under pressure	<input type="checkbox"/>
Have you previously carried out this type of work?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please tell us about the role

Section 3 – Suitability to work on election duties:

Please give a brief description of your current (or most recent) main job:	
Please describe the skills and experience you have that make you suitable for the election roles that you have indicated above:	
What do you think are the most important things for staff to consider when working on elections?	

Section 4 – Declaration

<p>Do you have any connections with any political party? <i>This does not preclude you from working for Electoral Services, but please note all election work must be completed in a transparent and politically neutral manner.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give details:</p>	
<p>Are you a relative or friend of any councillor or likely candidate in any forthcoming election?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give details:</p>	
<p>Have you been convicted of a criminal offence (that is not spent under the terms of the Rehabilitation of Offenders Act 1974), or been subjected to a caution or bind-over, or do you have any prosecutions pending? If “Yes” please provide full details, including dates below.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give details:</p>	
<p>Please complete the following declarations and sign below. If these declarations are not completed and signed, your application can not be considered:</p> <p>I confirm that if I am offered a position to work on the delivery of an election (or referendum) I will not campaign for or assist; any political party, campaign group or candidate standing at or campaigning in that specific election (or referendum)</p> <p>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 terminated.</p>	
<p>Signed</p>	
<p>Date</p>	

Please note:

Your application is a registration of your interest only. You are not guaranteed an appointment, and we cannot guarantee the availability of positions in specific areas, or on specific dates/times. This will be clarified if and when we contact you, which may be at short notice. Due to the large volume of applications we receive, we cannot write to applicants who are unsuccessful, but your details may be held on our staff database in case a suitable vacancy arises at short notice or at future elections.

Our Privacy Notice contains more information on how we manage personal data, your rights and how to update your details. To read our privacy notice visit www.nelincs.gov.uk

Section 5 – References

Please give the names and addresses of two people who will provide a reference.

If you have previously been employed at least one reference should be from your current/last employer, but references from school/colleges are also acceptable.

If you have not previously been employed, an educational reference will be accepted.

At least one referee must have known you for a minimum of 2 years.

Reference 1

Name	
Position Held	
Name of Organisation	
Address	
Telephone	
Email	
In what capacity does the referee know you?	

Reference 2

Name	
Position Held	
Name of Organisation	
Address	
Telephone	
Email	
In what capacity does the referee know you?	