**Temporary Election Staff - Application Form**

**Personal information**

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Title |  |
| Address |  |
| Postcode |  |
| Email |  |
| Contact number (mobile preferred) |  |
| Are you eligible to work in the UK?  *You will be required to prove your eligibility before commencing work.* |  |
| Are you over 18? |  |
| Do you have access to a vehicle that you can use on election day? |  |

**The job(s) I would like to apply for (please tick all applicable boxes)**

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| --- | --- | --- |
|  | **I would like to apply for this job** | **I have done this job before** |
| Poll Clerk (6.30am – 10.30pm) |  |  |
| Presiding Officer\* (6.30am – 10.30pm) |  |  |
| Nominations Receptionist |  |  |
| Postal Vote Assistants (various shifts) |  |  |
| Count Assistants |  |  |
| Runner (Thursday overnight) |  |  |
| Sack Team staff (Friday) |  |  |
| Miscellaneous duties (i.e. count venue, ballot box distribution) |  |  |

\* To be a presiding officer we prefer you to have been a poll clerk before

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| If applying for either Presiding Officer or Poll Clerk role, do you have a preference of your Polling Station location? |  |
| If yes – please state preferred location |  |
| If we cannot place you in your preferred station, how far would you be willing to travel? |  |
| Are you happy to be put on a reserve list and be contacted at short notice? |  |

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| Please give us details of your relevant skills, abilities, knowledge or experience that demonstrates your suitability of the above role(s).  Please give us as much information as possible. |
|  |

**Declaration**

1) I confirm that I am not connected to, nor will assist any political party or candidate at these elections. If I become aware of any possible conflict, I will notify the elections office immediately.

2) I am physically able to undertake the duties of the task I am applying for.

3) I am entitled to work in the UK and understand that if I am a new employee and appointed to a position I must present the required original proof of right to work documents.

**Please note filling in this form does not guarantee you employment, however, we will try and find all suitable candidates a role.**

**Once we receive your application form, you will be sent a link to sign up for MEA (Mobile Election Account), please do this promptly. Further notifications will be sent to you via MEA.**

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| --- | --- |
| **Signed** | **Date** |

**Please return the completed form to electionstaff@southandvale.gov.uk**

**Privacy Statement**

We will only use the information you give us for electoral staffing purposes. We will look after personal information securely and we will follow the data protection legislation. It will only be disclosed to other third parties if necessary, for example to process payroll information or if we have to by law.

The Electoral Registration Officer is the Data Controller: Mark Stone, Electoral Registration Officer, Abbey House, Abbey Close, Abingdon, Oxon OX14 3JE.

You should refer to the Privacy Notice at [www.southoxon.gov.uk/electionsdata](http://www.southoxon.gov.uk/electionsdata) or [www.whitehorsedc.gov.uk/electionsdata](http://www.whitehorsedc.gov.uk/electionsdata) for further information relating to the processing of personal data.