**APPLICATION OF INTEREST FORM FOR ELECTION DUTIES**

**Section 1 – About you**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | | | | |
|  |  | | | | | | |
| **First Name(s)** |  | | | | | | |
|  |  | | | | | | |
| **Title** (Mr/Ms/Mrs/Miss) |  | | | | | | |
|  |  | | | | | | |
| **Date of Birth** *(you must be over 18 to work)* |  | | | | | | |
|  |  |  |  | |  |  | |
| **National Insurance No.** |  | | | | | | |
| **Home Address** |  | | | | | | |
| Address Line 1 |  | | | | | | |
| Address Line 2 |  | | | | | | |
| Address Line 3 |  | | | | | | |
| Address Line 4 |  | | | | | | |
| Postcode |  | | | | | | |
|  |  | | | | | | |
| **Contact Numbers:** |  | | | | | | |
| Home |  | | | | | | |
| Work |  | | | | | | |
| Mobile |  | | | | | | |
|  |  | | | | | | |
| **E-Mail Address:** |  | | | | | | |
|  |  | | | | | | |
| **Are you an employee of South Kesteven District Council?** | | | | | Yes | | No |
| **Are you eligible to work in the UK? *Please supply a supporting document as detailed on page 4 of this form.*** | | | | | Yes | | No |
| **Do you hold a full driving licence and have use of a car?**  (This is relevant to *some* election roles) | | | | | Yes | | No |
|  |  | | | | | | |
| **Do you have a disability or any medical condition which we would need to make adjustments for?**  If so, please give details. | | | | Yes  No  Click or tap here to enter text. | | | |
| **Do you have any other protected characteristic as defined in the Equalities Act 2010 we would need to make adjustments for?**  If so, please provide details | | | | Yes  No  Click or tap here to enter text. | | | |
| **How did you hear about the roles in elections?** | | | | Click or tap here to enter text. | | | |

**Section 2 – Election Roles**

**Please tick all the Election Roles you are interested in and your availability for the General election on 4th July 2024.**

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| --- | --- | --- | --- |
|  | |  | |
|  | | **General election 4th July 2024** |
| **Poll Clerk at a polling station**  Hours 6am – 10.30pm plus completion of online training | |  |
| **Presiding Officer at a polling station**  Hours 6am – 10.30pm plus collection and delivery of ballot box and completion of training  Experience required either as a Poll Clerk or Presiding Officer  Use of care required, including business use insurance | |  |
| **Count Assistant – on the night of the poll from 9.30pm** | |  |
|  | |  | |
|  | |  | |
| **Have you previously carried out this type of work?** | Yes  No  If so, please tell us about the role(s) you have undertaken, including the name of the Council you worked for. | | |
| **POLL CLERKS AND PRESIDING OFFICERS ONLY:**  **For the General election, parts of the South Kesteven district will be managed by Rutland County Council and South Holland District – please indicate if you would be willing to work for these Councils and consent to your details being shared with them for the purpose of the election appointment** | If would be willing work for South Holland Yes  No  District Council and for my contact details  to be shared with them for the General  election  If would be willing work for Rutland County Yes  No  Council and for my contact details  to be shared with them for the General  election | | |

For the General election, the polling stations which will be managed by the other 2 councils are as below:

|  |  |
| --- | --- |
| Greatford, Baston, Langtoft, Tallington, Uffington, Burton Coggles, Corby Glen, Edenham, Irnham, Kirkby Underwood, Swayfield, Swinstead, Braceborough & Wilsthorpe, Thurlby, Little Bytham, Carlby, Castle Bytham, Witham on the Hill, Colsterworth, Stoke Rochford, Great Ponton, North Witham, Skillington, South Witham and all Stamford polling stations | Rutland County Council |
| Market Deeping, Deeping St James, West Deeping | South Holland District Council |

**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:Please describe the skills and experience you have that make you suitable for the election roles that you have indicated above:** |  |
| **Please provide details of experience you have of dealing with members of the public?Please provide details of experience you have of dealing with members of the public?** |  |

**Section 4 – Declaration**

|  |  |  |
| --- | --- | --- |
| **Please complete the following declarations and sign below. If these declarations are not completed and signed, your application cannot be considered:** | | |
|  | **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 the that specific election (or referendum).** | |
|  | **I confirm that all the information given by me on this form is correct and accurate.** | |
|  | **I confirm that I am eligible to work in the UK and attach a copy of my passport or other required documents (as listed at appendix A)** | |
| **Signed** | |  |
| **Date** | |  |

|  |
| --- |
| **Please note:**  **Your application is a registration of interest only. We cannot guarantee the availability of specific appointments and we will contact you if we can offer you an appointment – in some cases appointments may be made at short notice. If we are oversubscribed your name will be added to a waiting list.**  **Please note should you be successful your details will be added to our election staff database for all future elections. Any appointment will be subject to you providing proof of your eligibility to work in the UK.** |

**Please email your completed form to** [**electionstaff@southkesteven.gov.uk**](mailto:electionstaff@southkesteven.gov.uk)

**Or send to: Electoral Services, South Kesteven District Council, Council Offices,**

**The Picture House, St Catherine’s Road, Grantham, NG31 6TT**

**APPENDIX A**

**Right to Work Document(s)**

To comply with the Asylum and Immigration Act 1998 all employees are required to provide us with the following documents.

One document from LIST A or if you cannot provide a document from LIST A you will need to provide one document from LIST B plus one document from LIST C.

**LIST A**

* A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK
* A passport or national identity card showing that the holder, or a person named in the passport as a child of the holder, is a national of an EEA country or Switzerland.
* A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of a EEA country or Switzerland.
* A permanent residence card or document issued by the Home Office to the family member of a national of a EEA country or Switzerland.
* A Biometric Residence Permit issued by the Home Office to the holder indicating that they are allowed to stay indefinitely in the UK, or have no time limit on their stay in the UK.
* A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

**LIST B –** Evidence of your National Insurance Number

* A P45
* A P60
* A National Insurance number card or letter
* An official document issued by a previous employer or Government agency showing your name and National Insurance number

**LIST C**

* A full birth or adoption certificate issued in the UK including the name(s) of at least one of the holder’s parents.
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
* A certificate of registration or naturalization as a British Citizen
* An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
* A letter issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK

**Documents can be scanned or sent as photographs by email to** [**electionstaff@southkesteven.gov.uk**](mailto:electionstaff@southkesteven.gov.uk)