**APPLICATION OF INTEREST FORM FOR ELECTION DUTIES**

**Section 1 – About you**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **First Name(s)** | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **Title** (Mr/Ms/Mrs/Miss) | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **Date of Birth** *(you must be over 18 to work)* | Click or tap here to enter text. | | | | | | |
|  |  |  |  | |  |  | |
| **National Insurance No.** | Click or tap here to enter text. | | | | | | |
| **Home Address** |  | | | | | | |
| Address Line 1 | Click or tap here to enter text. | | | | | | |
| Address Line 2 | Click or tap here to enter text. | | | | | | |
| Address Line 3 | Click or tap here to enter text. | | | | | | |
| Address Line 4 | Click or tap here to enter text. | | | | | | |
| Postcode | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **Contact Numbers:** |  | | | | | | |
| Home | Click or tap here to enter text. | | | | | | |
| Work | Click or tap here to enter text. | | | | | | |
| Mobile | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **E-Mail Address:** | Click or tap here to enter text. | | | | | | |
|  |  | | | | | | |
| **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. | | | |
| **Do you have any conflicts of interest that could challenge the integrity of the elections? For example, are you a member of a political party or association, are you related to candidates, agents or any existing elected members?**  If so, please give 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 County Council and Mayoral elections on 1 May 2025:**

|  |  |  |
| --- | --- | --- |
|  | |  |
|  | | **1 May 2025** |
| **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** | |  |
| **Count Assistant – during the daytime on the Friday after the poll** (the count take places the next day at some elections) – NB please indicate your availability in the event that a count takes place on the Friday (count timings have not yet been confirmed) | |  |
|  | |  |
|  | |  |
| **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.  Click or tap here to enter text. | |

**Section 3 – Suitability to work on election duties**

|  |  |
| --- | --- |
| **Please give a *brief* description of your current (or most recent) main job:** | Click or tap here to enter text. |
| **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:** | Click or tap here to enter text. |
| **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?** | Click or tap here to enter text. |

**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 I am not affiliated with a political party or candidate** | |
|  | **I confirm that I do not have any other conflicts of interest that could challenge the integrity of the election in undertaking my role.** | |
|  | **I confirm that all the information given by me on this form is correct and accurate.** | |
| **Signed** | | Click or tap here to enter text. |
| **Date** | | Click or tap here to enter text. |

|  |
| --- |
| **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.  **Please note should you be successful your details will be added to our election staff database for all future elections. Your appointment will be subject to you providing proof of your eligibility to work in the UK.**  Casual election roles are employed directly by the Returning Officer and NOT South Kesteven District Council.  Therefore the Council's employee terms and conditions do not apply. |

**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**

**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)