East Hampshire District Council

**Election Staff Application Form**

**2024**

At all elections we need people to work in polling stations (Presiding Officers and Poll Clerks) and people to count the votes (Count Assistants and Supervisors) If you would like to apply for one of these rolls please complete this form in BLOCK CAPITALS.

**1. About you (Please complete ALL fields)**

Full Name

Known As (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (required by HM Revenue & Customs) \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Home Address (inc. postcode) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department & Extension (Council Staff ONLY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number

I confirm that I am entitled to work in the UK in

Yes  No 

accordance with the provisions of the Immigration,

Asylum and Nationality Act 2006 (Proof will be required

In the form of a valid passport.)

I have my own transport which I can use to travel

Yes  No 

To and from any polling station or count venue to

which I may be appointed

Referring to the job descriptions (attached to the end of this form), Do you consider that you will have any difficulties or require assistance in undertaking the roles?

(Please give details)

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|  |
| --- |
| **Please consider me for the following duties** |
| Presiding Officer  | Count Supervisor | Station Inspector |
| Poll Clerk | Count Assistant | Other |

Yes  No 

Have you done this work before?

Notes – (preferred location/previous experience/ other jobs)

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**3. Payment**

Payments for election work are paid directly into your bank account. All information provided will be dealt with confidentially.

We will send out separate forms when you are allocated a position for pay information and tax. **4.** **Declaration**

I am not, and will not, be employed by, or on behalf of a candidate or political party, in or around the Election. I will not subscribe a nomination paper for any candidate. If I become aware of any possible conflict of interest I will notify the Elections Office immediately. (This in no way affects your right to vote at elections)

I have no criminal convictions in relation to electoral legislation.

I am entitled to work in the UK and understand that I must present the required proof of ‘right to work’ documents before any offer of employment can be made.

I understand that if I am employed I would be consenting to work in excess of the Working Time Directive.

I confirm that I have contacted my car insurance provider and have in place adequate ‘business use’ cover, if necessary, for any vehicle that I use when working.

(Some insurers will class driving as a Presiding Officer as social domestic use rather than business use. The council is not able to reimburse any costs associated with changes to car insurance requirements)

I will at all times comply with the requirements of secrecy if employed for the conduct of the poll and/or for the verification and counting of votes.

I agree to my personal details being stored securely on the Electoral Services computer database, which will be subject to the provisions of the Data Protection Act 1998. (see below)

Council staff only: I will obtain permission from my line manager to be released from my usual working duties in order to undertake any electoral duties.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB: This application is a registration of your interest only. You are not guaranteed a position, and we cannot guarantee the availability of positions in specific areas. The final decision to appoint is at the discretion of the Returning Officer or appointed Deputy.

Please return your completed form to: **Electoral Services**

**East Hampshire District Council**

**Monterey House**

**Bedford Road**

**Petersfield**

**Hampshire**

**GU32 3LJ**

Contact us on: **01730 234366 / 01730 234370** or **electoral.services@easthants.gov.uk**

GDPR - East Hampshire District Council is committed to protecting your privacy when you use our services. We have a Data Protection Officer who makes sure we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer by emailing governance@easthants.gov.uk or calling 01730 266551 and asking to speak to the Data Protection Officer.

**Data Protection Act 1998**

East Hampshire District Council will use the information you give for recruitment and employment purposes and may, under its duty to protect the public funds it administers, use the information for the prevention, detection and investigation of fraud. The council will not share the information with any other organisation outside the council unless permitted or required by law to do so, and will then act only in accordance with a procedure agreed with that other organisation. By returning this form to the Council you consent to it processing sensitive personal data about you. You have the right to ask for a copy of the information we hold about you – we may charge a fee when you apply to do this – and to correct any inaccuracies in your information. If you wish to obtain a copy of the information the Council holds you should write to the Head of Legal & Democratic Services, East Hampshire District Council, Penns Place, Petersfield, Hampshire, GU31 4EX

**Job Descriptions**

**Election Day**

Each polling station will have a Presiding Officer, who is responsible for the overall running of the polling station, and at least one Poll Clerk.

The hours of poll are 7.00am until 10.00pm. However, staff will need to arrive by 6.30am in order to set up the polling station; and will need to pack-up equipment and notices after the poll closes at 10pm

**Presiding Officer (PO)**

The PO is in overall charge of the polling station and must be able to deal with routine questions about the voting procedure as well as dealing with more challenging situations as they arise. The PO is responsible for setting up and closing down the polling station, including liaison with polling station owners / key holders, the issuing of ballot papers to voters – including the maintenance of the Corresponding Numbers List – and ensuring that voters put their completed ballot papers in the correct ballot box. The PO must be numerate and able to complete the paperwork necessary to provide a clear audit of the proceedings on polling day. The work will involve some manual handling of polling booths and ballot boxes. **Training is compulsory** and written guidance is provided.

**Poll Clerk (PC)**

The PC will assist the PO in all aspects of the work and, in particular, will use the Register of Electors and Absent Voting Lists to establish the identity of those requesting ballot papers and to ensure that no ballot papers are issued to those who have received a postal ballot papers. The work will involve maintaining records and order in the polling station under direction of the Presiding Officer. The work will involve some manual handling of polling booths and ballot boxes.

**The Count**

The counting of votes can take place following the poll (i.e through the night) or on the next day. It will last until the counting is completed and will usually take most of the day / night

**Count Assistant (CA)**

Count Assistants will count votes at the count centre. A few CAs may be designated for other duties such as sorting materials returned from the polling stations.

**Count Supervisor (CS)**

This includes Count Table Supervisors who look after a team of count assistants and will take direction from the Senior Count Supervisors. Some supervisors may be allocated other work or activities.

**Senior Count Supervisor (SCS)**

Senior Supervisors will be in charge of Count Supervisors and are part of the control centre team responsible for calculations and the audit trail for the count. Others may be used for reception or security duties.