

# ELECTORAL & REGISTRATION SERVICES STAFF APPLICATION FORM



Please complete all boxes in **BLOCK CAPITALS**

<b>Title:</b>	<b>Initials:</b> <small>(now required for the new payroll system)</small>	<b>Surname:</b>
<b>Forename:</b>		
<b>Address:</b>		
Post Code:		
<b>Home Tel:</b>		
<b>Mobile Tel:</b> <span style="float: right;"><small>(PO's / PC's must be contactable on polling day)</small></span>		
<b>Work Tel:</b>		
<b>Home email:</b>		
<b>Work email:</b>		

(Mark your email contact preference with an asterisk\*)

<b>National Ins. No:</b> (i.e. AB 12 34 56 A)	<b>Date of Birth:</b> (i.e. 08/08/1955)
<p><b>Do you expect be a non-tax payer in 2011/12:</b> Yes / No <i>(delete as appropriate)</i></p> <p><i>(if Yes, then you will need to request, complete and return a P527 form immediately, so that we can pay your salary without tax being deducted – this can be download from the website also)</i></p> <p><b>P527 Tax Form Required:</b> Yes / No <i>(delete as appropriate)</i></p>	
<b>THESE BOXES ARE APPLICABLE FOR PRESIDING OFFICERS &amp; ELECTORAL RECORDS OFFICERS ONLY:</b>	
<b>Own Transport:</b> Yes / No	<b>Car Registration:</b>
<p><b>Car Insurance</b> (covers business use): Yes / No</p> <p><i>(if No, you will not be permitted to transport election material on polling day) (delete as appropriate)</i></p>	

What work experience / skills do you think you can bring to elections: \_\_\_\_\_

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How did you hear about us?: \_\_\_\_\_

Please complete the section(s) below as appropriate.

I am interested in working during the **2012 Local Government Elections**.

Please tick (✓) in the box against the job(s) you wish to be considered for:

Job Title	Location	Date	Time	2012
Presiding Officer	Hart district area	3rd May 2012	7.00am – 10.00pm	
Poll Clerk	Hart district area	3rd May 2012	7.00am – 10.00pm	
Counting Assistant	Hart Leisure Centre	3rd May 2012	10.00pm – late	
Count Table Supervisor	Hart Leisure Centre	3rd May 2012	10.00pm – late	
Ballot box receptionist	Hart Leisure Centre	3rd May 2012	10.00pm - late	

Job Title	Location	Date	Time	2012
Postal Vote Opening Clerk  (you must be available for all dates/times in either session a and c or session b and c)	a: Civic Offices	??th April – 3rd May 2012 (excluding bank holidays and weekends)	9.30am – 1.30pm	
	b: Civic Offices		1.00pm – 5.00pm	
	c: Hart Leisure Centre	3rd May 2012	10.00pm - late	
Postal Vote Supervisor  (you must be available for all dates/times in either session a and c or session b and c)	a: Civic Offices	??th April – 3rd May 2012 (excluding bank holidays and weekends)	9.30am – 1.30pm	
	b: Civic Offices		1.00pm – 5.00pm	
	c: Hart Leisure Centre	3rd May 2012	10.00pm - late	

**OTHER**

Electoral Records Officer	Within Hart district area	September 2012	To suit	
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Please also complete and return the following forms with this application:

- Bank account details

We are required by law to make Employment eligibility checks (we will contact you directly to arrange this).

**DATA PROTECTION ACT 1998:** Hart District Council holds these details electronically for the sole purpose of the administration of the electoral & registration process, this information may be shared with other election staff/officers, council departments and councils where necessary to run an election. This information will not be made available to any other organisations.

I agree that my details may be held for such purposes as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_