

APPLICATION FOR INCLUSION ON ELECTION & CANVASSING STAFF REGISTER

Please complete and return to elections@gloucester.gov.uk or post to Democratic and Electoral Services, Gloucester City Council, PO Box 2017, Pershore, WR10 9BJ.

Surname	
Forename	
Title	
Home Address	
Home Postcode	
Home Telephone	
Mobile Phone	
Home Email	
Date of Birth	
Nationality	
National Insurance Number	
Bank Account Number	
Bank Account Name	
Sort Code	

GENERAL

Do you hold a current driving licence and have the use of a car? YES/NO (delete as appropriate)

Whilst we cannot guarantee to locate you in a polling station of your choice, it would be useful to know your "first choice" location or area.

PREVIOUS ELECTION EXPERIENCE (for new staff only)

Type of election work	Where	When/for how long

PLEASE TICK THE ELECTION DUTIES YOU ARE INTERESTED IN

<p>Poll Clerk at a polling station No experience required. Customer facing role, requiring attention to detail and ability to work under pressure. Own transport required and you will not be able to leave the polling station for the duration of polling day. Training will be provided. Hours: 6.30am-10pm on polling day Pay: Single election £178.20 flat rate Combined election £213.80 flat rate</p>	
<p>Presiding Officer at a polling station Experience required, either as a PO in another area or as a Poll Clerk, ability to direct staff and deal with customers, ability to undertake basic calculations. Own transport required and you will not be able to leave the polling station for the duration of polling day. Training will be provided. Hours: as above, plus collection of ballot box the day before polling day and return of ballot box at close of poll Pay: Single election £257.80 flat rate Combined election £309.30 flat rate</p>	
<p>Counting Assistant at the count No experience required. Role requires attention to detail and the ability to work under pressure. Training will be provided. Hours: vary depending on the timing of the election count. For overnight counts you will be required from 9.30pm. Day time counts can take place on Fridays and occasionally weekends. The length of the count cannot be predicted Pay: <i>Currently under review</i></p>	
<p>Counting Supervisor at the count Experience as a Counting Supervisor required. Role requires the ability to direct staff and deal with candidates and agents. Ability to work under pressure and to undertake basic calculations. There is limited availability for this role and internal Council staff are usually used for these roles. Hours: as above plus you will be required from 9pm. Pay: <i>Currently under review</i></p>	
<p>Postal Vote Issuer No experience required. Role requires attention to detail and ability to work under pressure. Hours: can vary but usually from 10am on the day of the postal vote issue until the work is complete, in the region of 4-5 hours Pay: <i>Currently under review</i></p>	
<p>Postal Vote Opening Assistant No experience required. Role requires attention to detail and ability to work under pressure. Hours: can vary but usually from 10am on various days in the 2-3 weeks leading up to polling day for between 2 and 7 hours per day depending on the volume of work on any given day. You would not need to be available for all sessions at a particular election if you indicate interest in this role. Pay: <i>Currently under review</i></p>	
<p>Postal Vote Opening Supervisor Experience required. Role requires attention to detail, ability to work under pressure, direct a small team of staff and undertake basic calculations. Hours: can vary but usually from 10am on various days in the 2-3 weeks leading up to polling day for between 2 and 7 hours per day depending on the volume of work on any given day. You would need to be available for all sessions at a particular election if you indicate interest in this role. Pay: <i>Currently under review</i></p>	
<p>I am willing to work for neighbouring councils</p>	<input type="checkbox"/>
<p>I consent to my contact details being passed on to neighbouring councils for that purpose.</p>	<input type="checkbox"/>
<p>Canvass and other delivery work No experience required. Roles involves the delivery of various documents to residential addresses in the city, including knocking on doors and obtaining information from occupants. Ability to manage own workload and work to tight deadlines; reliability is essential. Ability to handle personal data securely. Involves a significant amount of walking. Own transport required. Training will be provided. If you undertake delivery duties, you must also complete the door-knocking stage otherwise your round may be given to someone else permanently. If you are unable to complete any part of your duties you must notify us as soon as possible so that we can reallocate the work. If you have a valid reason for not being able to complete your duties, you may be able to retain your round if you communicate this to us at the earliest opportunity. The Electoral Registration Officer/Returning Officer reserves the right to reallocate work at any time. Hours: Canvass deliveries and door-knocking take place during set periods between the end of August and the end of November. ITR deliveries take place throughout the year. For all duties, deliveries and door-knocking can be undertaken between 9am and 8pm; within this timeframe you can set your own hours. Pay:</p>	

the	Canvass HEF delivery	20p per envelope (to be reviewed)	
	Canvass Form door-knocking	£2.50 per returned form (including any postal/telephone/text returns during door-knocking stage)	
	ITR delivery/door-knocking	Rates currently under review	

NB. All rates of pay may be subject to change and may be different if working for neighbouring councils, but you will be informed of any changes prior to undertaking those duties.

DECLARATION – not required if you only intend to undertake canvass work

It is important that you read and understand this

I undertake that if employed by the Returning Officer at an election I will not sign any candidate's nomination paper for the election or participate in the election in support of any candidate or take part in any political activities. I also accept that I will have to comply with the requirements of secrecy. This in no way affects your right to vote at elections.

I declare that the information given in this application is true.

Print Name.....

Date.....

(Electronic signature is acceptable)

If your application is accepted, Gloucester City Council may provide you with casual employment and will contact you via the details provided to seek your availability for any duties that arise. We will use your personal information for to arrange payment for the duties that you undertake and will need to share your information with our payroll provider to enable us to do this. For further information about how the council and our payroll provider uses information it holds about you please go to www.gloucester.gov.uk.

On behalf of:
Jon McGinty
Electoral Registration Officer / Returning Officer
Gloucester City Council



If you are currently permanently employed by Gloucester City Council, no documentation is required.

In order to ensure that you are legally entitled to work in the UK, we require you to provide documentary evidence.

Please referred to the enclosed list of acceptable documents. If you are not subject to immigration control or have no restrictions on your stay in the UK, please produce a document or a specified combination of documents from list A.

If you are unable to produce a document from list A, you will need to refer to list B.

We will need to see the ID in order to take a copy so please get in touch through the contact details above to arrange to have this done.

List A

1. 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.

2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.

4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.

5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

6. A current passport 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.

7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number

List B

Group 1 – valid until the expiry date

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Valid only for six months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.