



PRIVATE AND CONFIDENTIAL
ELECTORAL SERVICES APPLICATION FORM
HERTSMERE BOROUGH COUNCIL

Your application will be judged solely on merit irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religious belief or sexual orientation. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of success. If you do not complete the form including personal details, right to work evidence and previous experience, your application will be discarded.

If you require any assistance please contact Elections on 020 8207 7481 or email elections@hertsmere.gov.uk

PERSONAL DETAILS

PLEASE COMPLETE IN CLEAR BLOCK CAPITALS

Title

First Name(s)

Grid for first name(s)

Surname

Grid for surname

Address

Three horizontal lines for address

Post Code

Grid for post code

Contact Number

Grid for contact number

Email Address

Grid for email address

Do you hold a full UK Driving Licence? Yes No

Do you have your own transport? Yes No

## WHAT POSITIONS ARE YOU APPLYING FOR?

Please ensure you have read the job descriptions prior to application and ensure that you have relevant experience to apply for the role. Remember there are different time periods and requirements for various roles.

- |                                                |                                              |
|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Canvasser             | <input type="checkbox"/> Counting Assistant  |
| <input type="checkbox"/> Postal Vote Assistant | <input type="checkbox"/> Counting Supervisor |
| <input type="checkbox"/> Poll Clerk            | <input type="checkbox"/> Presiding Officer   |

Please note that previous experience in the role is required to be a Presiding Officer and a Counting Supervisor.

If you are appointed as a Canvasser you will be expected to be able to walk and carry letters and forms for a prolonged period of time (a time frame is given in which to complete the task, exact delivery times and duration is left to the discretion of the individual).

Polling Station Preference: \_\_\_\_\_

Names of anyone you wish to work with:

\_\_\_\_\_

We try to allocate staff to their preferred station, but unfortunately this is not always possible.

## RELEVANT EXPERIENCE AND OTHER SUPPORTING EVIDENCE

Please refer to the job description and provide supporting information of relevant experience for the roles you are applying for, i.e. if you have ever worked on elections which authority, experience of working in a fast paced environment with time crunching deadlines or evidence of attention to detail etc.)

**DO NOT leave this section blank.**

If necessary, please attach a single sided CV or cover letter with your application.

## DECLARATIONS

	Please Tick
I confirm that if an appointment is made it will be on the understanding that I will not be employed by any political party or candidate in connection with the relevant election, including unpaid work.	<input type="checkbox"/>
I am physically able to undertake the duties of the task(s) I am applying for.	<input type="checkbox"/>
I am eligible to work in the UK in accordance with the Immigration, Asylum and Nationality Act 1996.	<input type="checkbox"/>
I agree to my details being stored on an Electoral Services computer database which will be subject to the provisions of the General Data Protection Regulations (GDPR) and Data Protection Act 2018.	<input type="checkbox"/>
Do you have any convictions that are not excluded by the Rehabilitation of Offenders Act 1974? If yes, please tick the box and provide details on a separate sheet (date, conviction, sentence etc.)	<input type="checkbox"/>
Do you, your partner or a member of your immediate family have a relationship (personal, family, business or professional) with a Councillor, employee or contractor/supplier at the Council or the partners of such people?  If so please give details below	<input type="checkbox"/>

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false information or withheld material in support of my application I may be dismissed from any post gained as a result or any offer of employment may be withdrawn.

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

**PLEASE PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UK YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT IT**

Right to Work documentation included;

- UK Passport
- UK Driving Licence along with National Insurance letter
- UK Birth or adoption Certificate along with National Insurance letter
- Certificate of registration or naturalisation as a British Citizen along with National Insurance letter

## GDPR CONSENT FORM

Under the GDPR legislation, we are required to seek your permission before passing on your details to a third party. We can confirm that your email address will only be supplied for the purpose stated below. You will not be contacted by any of the parties for any other purpose.

NAME:

EMAIL ADDRESS (in BLOCK CAPITALS):

I consent to Electoral Services supplying my email address to:

- Hertsmere Borough Council's Payroll department for the purpose of sending me payslips/P60s or other pay related correspondence
- Idox Election Software Management to create an online login for the purpose of completing online election training.
- My details being supplied to neighbouring local authorities if I am placed to work within a cross boundary polling station.

Signed:

Dated:

This form will be attached to your file and upon signing it, you have consented to this being used for future electoral roles

## PLEASE RETURN TO

Electoral Services  
Hertsmere Borough Council  
Civic Offices  
Elstree Way Borehamwood  
Herts,  
WD6 1WA  
[election.staff@hertsmere.gov.uk](mailto:election.staff@hertsmere.gov.uk)

## APPLICATION PROCESS – WHAT HAPPENS NEXT

Your application will now be entered into the Elections Staffing database for future reference. If and when there is a requirement for additional staff you will be contacted. Please note that we cannot guarantee work. If you have any questions or wish to remove your details from the Elections Staffing database please contact us on the above email. Thank you for your interest in working for Hertsmere Electoral Services.

## Privacy Statement

We will only use the information given to us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or other organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in the Representation of the People Act 1983 and associate regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at [www.hertsmere.gov.uk/Your-Council/Democracy-Elections/Electoral-Services-Privacy-Notice](http://www.hertsmere.gov.uk/Your-Council/Democracy-Elections/Electoral-Services-Privacy-Notice), for further information relating to the processing of personal data. The Privacy Notice explains how the Data Controller will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.