



*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 require any assistance please contact Elections on 020 8207 7481 or email [elections@hertsmere.gov.uk](mailto:elections@hertsmere.gov.uk).

**PERSONAL DETAILS**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Tel. No: \_\_\_\_\_ Mobile Tel. No: \_\_\_\_\_

Email: \_\_\_\_\_

Do you hold a full UK Driving Licence? Yes  No

Do you have your own transport? Yes  No

**WHAT POSITIONS ARE YOU APPLYING FOR?**

There are roles available at polling stations (Presiding Officers, Poll Clerks), postal vote issue and opening (a few days before the election) and at the count(s). We also employ canvassers to make house-to-house enquiries throughout the year. Please tick canvassing below if you are also interested in this.

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

Other: \_\_\_\_\_

Please note that experience is required to be a Presiding Officer and a Counting Supervisor. If you are appointed as a Poll Clerk or Presiding Officer you will be required to attending a training session.

If you are appointed as a Canvasser you will be expected to be able to walk and carry papers 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).

If you have any questions about the above roles please call on the provided number.

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

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

### **RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION**

Should you have any relevant experience (working for the Elections Department or otherwise), skills and/or supporting information please detail this information below, please include name of any authority worked for.

If necessary you may attach a single sheet of A4 of additional information.

### **REHABILITATION OF OFFENDERS ACT 1974**

Please give details of any convictions (date, conviction, sentence etc.) that you may have which are not excluded by the Rehabilitation of Offenders Act 1974:

### **RELATIONSHIPS**

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?

## 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.	
I am physically able to undertake the duties of the task(s) I am applying for.	
I am eligible to work in the UK in accordance with the Immigration, Asylum and Nationality Act 1996.	
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.	

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 canvassed a Councillor or employee of the Council in support of my application I may be dismissed from any post gained as a result.

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

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

## PLEASE RETURN TO

Electoral Services  
Hertsmere Borough Council  
Civic Offices  
Elstree Way  
Borehamwood  
Herts,  
WD6 1WA

[elections@hertsmere.gov.uk](mailto:elections@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. You will be asked to provide your passport with any relevant supporting documentation which confirms you are entitled to work in the UK.

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 number or by 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.