



COUNCIL OF THE ISLES OF SCILLY

ELECTION STAFF APPLICATION FORM

Please see the job descriptions on pp. 5-6.

Completed forms, along with a copy of your proof of eligibility to work in the UK, should be sent to Electoral Services, Town Hall, St Mary's, Isles of Scilly, TR21 0LW or to the following email address: elections@scilly.gov.uk

PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms (delete as appropriate)

Name in full:

Address:

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Post Code:

Home Phone No: Mobile No:

Email: Date of birth:

Nationality: Gender:

National Insurance No:

I am interested in working as (please circle as appropriate):

- Poll Clerk or Presiding Officer
- Count Assistant or Count Supervisor

PREVIOUS ELECTION EXPERIENCE		
Type of election work	Where	When/for how long

UNSPENT CONVICTIONS	
Do you have any unspent convictions, cautions, reprimands or warnings? If yes, please provide details:	YES/NO

Data Protection

The personal data provided in this form is required so that we can check your eligibility to work on elections. You have a choice as to whether you provide us with this information as it can only be by consent. However, if you do not provide us with the information we have asked for we may not be able to add you to our casual elections staff database and so will not be able to employ you.

We may sometimes need to share some of your data with our Human Resources team so that they can advise on issues such as the right to work in the UK and with our payroll service so that we can pay you for work you have done for us. We might need to share your name and phone number with others you will be working with on elections, such as at polling stations, so that you can contact each other in advance or in case of emergency. We may also need to share your data when required to do so by law, such as for the prevention and detection of crime and disorder, including fraud.

We take your privacy seriously and will store your data securely, at all times complying with our obligations under the Data Protection Act and the General Data Protection Regulation.

The Returning Officer, who is also the Electoral Registration Officer, is the data controller and is registered with the Information Commissioner. The registration number is ZA017879 and you can check the registration at:

www.ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/

We will keep your data until such time as you ask us to delete it or we have been unable to make contact with you. You can ask us to delete your personal data at any time by emailing elections@scilly.gov.uk, writing to Electoral Services, Town Hall, St Mary's, Isles of Scilly, TR21 0LW or telephoning 01720 424545. If we delete your data we won't be able to get in touch with you about election work.

You can access our privacy notice at: www.scilly.gov.uk/elections

I agree that the information I have provided is by consent and that my data will be used for the purposes explained above.

Signed: Date:

In the event of a query please contact Electoral Services at elections@scilly.gov.uk or on 01720 424545.

Next elections

The next scheduled election to take place on the Isles of Scilly will be the Police and Crime Commissioner election on 7 May 2020.

Before each scheduled election we will contact you to check whether you are available or not. The completion of the application form does not guarantee an offer of an election post. We may be over-subscribed with available staff, many of whom may have already worked for us in the past. Being prepared to accept an offer of employment at the last minute will increase your chances of being offered a post.

Proof of eligibility to work in the UK

We need to have a copy of your proof of eligibility to work in the UK (even if you work for the Council of the Isles of Scilly as your employment for elections is with the Returning Officer and not the Council). The most commonly presented documents are:

- a) UK, EU or Swiss passport (even if it has expired and not been renewed); or
- b) Full birth certificate AND an official document, issued by a government agency or previous employer, giving your National Insurance number and name.

If you do not have either of the above combinations please visit www.ukba.homeoffice.gov.uk for guidance on acceptable documents. Please note that your driving licence is not an acceptable document for this purpose.

Car insurance

If you will be using your car to reach the polling station or count centre, you will need to confirm that you have business use on your insurance policy and that you have a valid driving licence.

Business insurance can be added to an individual's insurance policy usually at no extra cost (especially if you make it clear that the cover is for one day only).

Applicants are advised that it is the responsibility of the vehicle owner to ensure that any vehicle used is adequately insured for the purpose for which it is being used. Please clarify with your insurer if you have any concerns.

If you are appointed to an election post you will be asked to sign a declaration confirming that you have a valid driving licence and the relevant insurance in place.

Impartiality

Election staff are required to remain impartial during an election and you will be asked to confirm whether you are employed by, or if you provide any form of assistance whatsoever, to any of the candidates, agents or political parties involved with the election if you are appointed to an election post.

Working hours

The hours of work are often outside the working hours set by the European Working Time and Young Workers directives (Working Time Regulations 1998). If appointed to a post you will be asked to confirm that you are prepared to waive your rights under these directives for the purposes of your employment on the election.

Poll Clerk

As a poll clerk, your role is to assist the Presiding Officer with the running of the polling station and issuing ballot papers.

Duties

Before Polling Day

- Attend mandatory one-hour training session
- Read the handbook for polling station staff

Polling Day

Assist the Presiding Officer to:

- Set up the polling station, including erecting polling booths (which may involve some lifting)
- Check and mark electors' numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters
- Ensure that voters are treated impartially
- Ensure that voters cast their votes in secret and put them into the ballot box
- Keep the building in a tidy and secure state
- Dismantle the polling station at the close of poll and ensure the building is returned to its original order
- Comply with any instructions issued by the Returning Officer
- Undertake any other necessary polling station duties

Work must be conducted in accordance with statutory secrecy requirements.

The hours of poll will be from 7am until 10pm. Staff will be required to arrive at the polling station for 6.30am and leave shortly after 10pm.

Staff should provide their own refreshments and take appropriate breaks throughout the day. Staff are not permitted to leave the premises during the hours of poll.

Rate of Pay

£175 for the day plus £50 for attendance at mandatory one-hour training session.

Count Assistant

As a count assistant, you will work as part of the count team. The role of the count team is to verify that the ballot boxes hold the correct number of ballot papers and then to count the number of votes in order to determine the result.

Duties

As directed by a Count Supervisor to:

- Count the number of ballot papers in a ballot box
- Count the number of votes for each candidate using the method designated by the Returning Officer
- Re-count if required
- Act impartially at all times and respect confidentiality of material handled
- Refrain from engaging in conversations with campaign group agents, counting agents or guests

Work must be conducted in accordance with statutory secrecy requirements.

You may work in a distracting environment and should take care to ensure mistakes are not made. Accuracy is required rather than speed.

Depending on the type of election, the verification and counting of votes may start at the close of poll, the following morning or on a later day. You will be expected to arrive at the count venue as directed in your letter of appointment in readiness to start at the designated time.

The length of time the verification and count takes will depend on the size and type of election and whether re-counts are required. You must be prepared to stay as long as it takes. If the Count takes place immediately after the close of poll, you will start working late in the evening and into the early hours of the morning.

Rates of Pay

£15 per hour for overnight count duties

£10 per hour for daytime count duties