Spelthorne Borough Council
Election staff information

Please ensure the information shown below is correct. Any amendments should be made on this form and submitted in the envelope provided. Changes between now and the Election date should be notified to Electoral Services as soon as possible. Ensure that you complete both sides of this form.

Appointment Process

Allocating and appointing staff is a long and detailed process.

1. Upon receipt of this signed form we will allocate staff to the vacancies, as appropriate.
2. Appointment letters will be issued approximately one month before Polling Day and your acceptance should be returned immediately.
3. Completion of this form is not guarantee that you will be appointed.

Personal Details

Mr/Mrs/Miss/Ms/Other: | Date of birth:

First name(s):

Last name:

Home address:

Postcode:

National Insurance no.:

Home telephone no.: | Mobile telephone no.:

Email address:

Emergency Contact:

Name and surname:

Tel no.: | Relationship:

Banking Payment Information

Internal members of staff do not need to provide this information.

Sort code:

Account no.:

Bank account name:

Name of bank / building society:

Building society roll (reference) number:

Disability

Please be aware that some of the equipment you will be expected to handle can be heavy. Do you have any disabilities which may affect your ability to do the job?

Yes ☐ No ☐

If so, please describe these disabilities and also advise whether you feel you need any special equipment or any reasonable adjustments to be made.

Positions available

I wish to be considered for *(tick as many as you like)*:

Poll clerk ☐

Presiding Officer ☐

Senior Presiding Officer ☐

Verification/Count ☐

How many times I have worked as:

Poll clerk

Presiding Officer

Senior Presiding Officer

Verification/Count

If you have previously worked at an election/elections, but were not employed by Spelthorne Borough Council, please provide details of elections you have worked at:

You will be required to attend training for Poll Clerk and Presiding/Senior Presiding Officer roles and failure to attend will result in your appointment being withdrawn. Training dates will be advised in your appointment letter.

Declaration

I confirm I am eligible to work in the UK and have provided the necessary documentary evidence as proof. Under the Management of Health & Safety at Work Regulations 1992, we are required to ensure that no worker is exposed to an unreasonable risk. In signing this form you are confirming that you are currently in good health.
I understand I must undertake training for this role and will make myself available, as required.
I declare the above information to be true and correct and understand that fraudulent information could lead to my dismissal.

Signature: **Date:**

Office use only

Date:.....

Document	Expiry date	Election staff sign

Electronic payslips

We will email your payslip details via a secure PDF document to your nominated email account. The payslip will be password protected.

You will need Adobe Acrobat Reader installed on your computer to view your e-payslip PDF document. Adobe Acrobat Reader can be downloaded for free from **https://get.adobe.com/uk/reader**

If you have queries regarding electronic payslips, please contact "Payroll" on **01784 446217 / 446269.**

Please print details clearly below (indicating lower and upper case letters in the email address).

Full Name *(print clearly)*:_____

email address *(print clearly)*: _____

I understand that the email address I have provided above will be used to email me my electronic payslip. It is my responsibility to ensure that my password is kept secure and I must notify Payroll if I change my email address so that my details can be updated.

Signature: _____**Date** _____

Confirmation of eligibility to work in the UK under Section 8 of the Asylum and Immiqration Act 1996

You may be aware that under the provisions of the Asylum and Immigration Act employers must ensure that prospective employees are eligible to work in the UK.

Consequently, prospective employees are required to provide documentary evidence that they are eligible to work in the UK. If you have been issued with an Identity Card for Foreign Nationals, you must provide the original together with either one document from List A, or two documents from the Combination List (see below). If you are unable to provide original documents from List 1 or 2, you may provide an original document from List B, but this information will be checked at least once every 12 months.

List A

Please provide the following documents as outlined below. If you are offered a position with us you will not be able to commence employment until we have viewed your original documentation.

Any one of the original documents included below will provide documentary evidence.

1. Your valid passport showing that you are a British citizen or a citizen of the UK and Colonies with a right of abode in the UK.
2. Your passport or national identity card showing that you are a national of the European Economic Area (EEA) or Switzerland. (Please note that special conditions apply to nationals from Romania and Bulgaria as well as those from Eastern European countries that joined the EU in 2004. For additional information please visit UK Border Agency website.)
3. Your residence permit, registration certificate or document certifying or indicating your permanent residence issued by the Home Office or the Border and Immigration Agency on the basis that you are a national of an EEA country or Switzerland.
4. Your permanent residence card or document issued by the Home Office or the Border and Immigration Agency if you are a family member of a national of an EEA country or Switzerland.
5. Your passport or travel document endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.

Or Combination List

If you do not have one of the documents in List A above, we can accept one of the documents from the list below, provided it is produced in combination with an official document issued by a government agency or a previous employer giving your name and permanent national insurance number — one of these documents: P45, P60, National Insurance number card, or a letter from a Government agency together with ONE of the following.

1. An immigration Status Document issued by the Home Office or the Border and Immigration Agency with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
2. Your full birth certificate issued in the UK stating the name(s) of at least one of your parents.
3. Your full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents.
4. Your birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
5. Your adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
6. Your certificate of registration or naturalisation as a British citizen.
7. A letter issued to you by the Home Office or the Border and Immigration Agency stating that you are allowed to stay indefinitely in the UK.

List B

Documents which show a right to work for up to 12 months.

If you do not have any documents previously listed, we will accept one of the documents from the list below OR one of the combination of documents listed.

However please note that once every 12 months we will request that you provide us with more recent information and a failure to do so may result in your employment beinq terminated:

1. Your passport or travel document endorsed to show that you are allowed to stay in the UK and do the type of work in question, provided that it does not require the issue of a work permit.

2. Your Biometric Residence Permit issued by the Border Agency indicating that you can stay in the UK and are allowed to do the work in question.

3. A residence card or document issued by the Home Office or the Border Agency to a family member of a national of a EEA country or Switzerland

4. Your work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK border Agency together with either:

A Passport or other travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question.

OR

A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency addressed to you, your employer or prospective employer confirming that you are allowed to stay in the UK and allowed to do the work in question.

5. Your Certificate of Application issued by the Home Office or the Border and Immigration Agency or the UK Border Agency to you or a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old.

6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that you are permitted to take employment

7. A document issued by a previous employer or Government Agency — eg Inland Revenue (now HM Revenue and Customs), the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains your name and National Insurance number, together with either:

Immigration status document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to you with an endorsement indicating that you can stay in the UK and are allowed to do the type of work in question.

OR

A letter issued by the Home office, the Border and Immigration Agency of the UK Border Agency to you, your employer or prospective employer which indicates that you can stay in the UK and are allowed to do the work in question. For further information please visit the UK Border Agency website.