

# APPLICATION OF INTEREST FORM FOR ELECTION DUTIES



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Section 1 – About you

<b>Surname</b>	Click or tap here to enter text.
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<b>First Name(s)</b>	Click or tap here to enter text.
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<b>Title</b> (Mr/Ms/Mrs/Miss)	Click or tap here to enter text.
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<b>Date of Birth</b> ( <i>you must be over 18 to work</i> )	Click or tap here to enter text.
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<b>National Insurance No.</b>	Click or tap here to enter text.
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### Home Address

Address Line 1	Click or tap here to enter text.
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Address Line 2	Click or tap here to enter text.
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Address Line 3	Click or tap here to enter text.
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Address Line 4	Click or tap here to enter text.
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Postcode	Click or tap here to enter text.
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<b>Contact Numbers:</b>	
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Home	Click or tap here to enter text.
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Work	Click or tap here to enter text.
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Mobile	Click or tap here to enter text.
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<b>E-Mail Address:</b>	Click or tap here to enter text.
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<b>Are you an employee of South Kesteven District Council?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Are you eligible to work in the UK? <i>Please supply a supporting document as detailed on page 4 of this form.</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Do you hold a full driving licence and have use of a car?</b> (This is relevant to <i>some</i> election roles)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Do you have a disability or any medical condition which we would need to make adjustments for?</b> If so, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/> Click or tap here to enter text.
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<b>Do you have any other protected characteristic as defined in the Equalities Act 2010 we would need to make adjustments for?</b> If so, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/> Click or tap here to enter text.
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<b>How did you hear about the roles in elections?</b>	Click or tap here to enter text.

## Section 2 – Election Roles

Please tick all the Election Roles you are interested in and your availability for the Police and Crime Commissioner elections on 2 May 2024 and the General election when called:

	2 May 2024	General election
<b>Poll Clerk at a polling station</b> Hours 6am – 10.30pm plus completion of online training	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presiding Officer at a polling station</b> Hours 6am – 10.30pm plus collection and delivery of ballot box and completion of training Experience required either as a Poll Clerk or Presiding Officer Use of care required, including business use insurance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Count Assistant – on the night of the poll from 9.30pm</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Count Assistant – during the daytime on the Friday after the poll</b> (please note, we will only require count staff on Friday 3 May if a General election is also held at this time)	<input type="checkbox"/>	N/A
<b>Have you previously carried out this type of work?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>  If so, please tell us about the role(s) you have undertaken, including the name of the Council you worked for.  Click or tap here to enter text.	

## Section 3 – Suitability to work on election duties

<b>Please give a <i>brief</i> description of your current (or most recent) main job:</b>	Click or tap here to enter text.
<b>Please describe the skills and experience you have that make you suitable for the election roles that you have indicated above:</b>	Click or tap here to enter text.
<b>Please provide details of experience you have of dealing with members of the public?</b>	Click or tap here to enter text.

## Section 4 – Declaration

<b>Please complete the following declarations and sign below. If these declarations are not completed and signed, your application cannot be considered:</b>	
<input type="checkbox"/>	<b>I confirm that if I am offered a position to work on the delivery of an election (or referendum), I will not campaign for or assist any political party, campaign group or candidate standing at or campaigning in the that specific election (or referendum).</b>
<input type="checkbox"/>	<b>I confirm that all the information given by me on this form is correct and accurate.</b>
<input type="checkbox"/>	<b>I confirm that I am eligible to work in the UK and attach a copy of my passport or other required documents (as listed at appendix A)</b>
<b>Signed</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

### **Please note:**

Your application is a registration of interest only. We cannot guarantee the availability of specific appointments and we will contact you if we can offer you an appointment – in some cases appointments may be made at short notice.

**Please note should you be successful your details will be added to our election staff database for all future elections. Your appointment will be subject to you providing proof of your eligibility to work in the UK.**

Please email your completed form to [electionstaff@southkesteven.gov.uk](mailto:electionstaff@southkesteven.gov.uk)  
Or send to: Electoral Services, South Kesteven District Council, Council Offices,  
The Picture House, St Catherine's Road, Grantham, NG31 6TT

**Right to Work Document(s)**

To comply with the Asylum and Immigration Act 1998 all employees are required to provide us with the following documents.

One document from LIST A or if you cannot provide a document from LIST A you will need to provide one document from LIST B plus one document from LIST C.

**LIST A**

- 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
- A passport or national identity card showing that the holder, or a person named in the passport as a child of the holder, is a national of an EEA country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of a EEA country or Switzerland.
- A permanent residence card or document issued by the Home Office to the family member of a national of a EEA country or Switzerland.
- A Biometric Residence Permit issued by the Home Office to the holder indicating that they are allowed to stay indefinitely in the UK, or have no time limit on their stay in the UK.
- A passport or other travel document 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.

**LIST B – Evidence of your National Insurance Number**

- A P45
- A P60
- A National Insurance number card or letter
- An official document issued by a previous employer or Government agency showing your name and National Insurance number

**LIST C**

- A full birth or adoption certificate issued in the UK including the name(s) of at least one of the holder's parents.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalization as a British Citizen
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
- A letter issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK

**Documents can be scanned or sent as photographs by email to [electionstaff@southkesteven.gov.uk](mailto:electionstaff@southkesteven.gov.uk)**