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|-----------------------------|----------------------------------------|-----------|
| FOR OFFICE USE ONLY | Right to work evidence provided | |
| Appointed to: | Date: | Initials: |
| Date entered on Management: | Date entered on ESS: | |
| Initials: | Employee No: | |

Personal Details

| | |
|-------------------------------------------------------------------------------|-----------|
| Surname | |
| Forename | |
| Title | |
| Date of Birth | |
| Nationality | |
| National Insurance Number | |
| Home Address | Postcode: |
| Daytime Telephone | |
| Mobile Telephone | |
| Personal email address (required) Unable to use Sefton.gov.uk email | |
| Do you have a driving licence? | Yes / No |
| Do you have access to a car? | Yes / No |
| Do you pay income tax? | Yes / No |
| Department (Sefton Council employees only) | |

Declaration

I confirm that the above information is correct and that:

- I am eligible to work in the UK in accordance with the provisions of the Immigration Asylum and Nationality Act 2006.
- I am physically able to undertake the duties of the role(s) I am applying for.
- I am not connected to, nor will assist or be employed by any political party or candidate at the above election
- I understand that if employed I would be consenting to working in excess of the normal maximum working hours provided by the Working Time Directive.
- I do not have any criminal conviction(s) relating to Electoral Legislation?
- I agree to my details being stored on Sefton Council computer databases.

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
|---------------|--|-------------|--|



Electoral Services
Bootle Town Hall, Oriol Road, Bootle, L20 7AE
Tel: 0151 934 2037 **Email: election.staff@sefton.gov.uk**

Experience

Please indicate briefly what experience you have had (if any) in election work, for example Presiding Officer, Poll Clerk, Count Assistant, Canvasser etc:

Polling Stations

- For jobs at polling stations, please indicate your preferred job and the area you would like to work or if known, we will try to accommodate requests where possible. Please state if you would be willing to travel.
- You will need to be available throughout the day from 6.00am to the close of poll at 10.00pm.
- Please be aware that staff appointed to work as a Presiding Officer in a polling station will have to undertake training which will be a combination of online training and via Teams unless advised otherwise. Training will also be provided to all Poll Clerks
- Presiding Officers must have their own transport and be able to return the ballot box and associated election materials to the designated count centre following the close of poll.
- Full details of training sessions will be included in your job appointment letter.

Counting of Votes

- You must be available to attend the count location from 9.00pm for an evening count and 9.00am for a daytime count.
- You will be required to stay until the Returning Officer has declared the results of the elections, this will mean working past midnight into the early hours for evening counts.

Preferred Job

- Please indicate which jobs you would like to be considered for and where:

| Preferred Job | Area/Location | |
|-------------------|--------------------|----------|
| Presiding Officer | Area | |
| Poll Clerk | Area | |
| Count Staff | Southport | Yes/No |
| | Aintree Racecourse | Yes/No |
| | Bootle | Yes / No |

Payment

- You will be advised of the rate of pay for the job you are selected to do on your official job appointment letter.
- Payment will be made into your designated bank account on a date specified on your appointment letter (Usually 15th of the month, the month after the election has taken place).

Employment at Elections

The way the Returning Officer pays staff for working on elections has changed and we must now comply with HMRC rules. This means that staff will no longer be paid by cheque and all payments will be made direct into your bank account

From the 6 April 2014, HM Customs & Revenues (HMRC) introduced new legislation relating to the payment of electoral officers. From this date employers must submit Real Time Information (RTI) returns to the HMRC in accordance with Pay as You Earn regulations.

This means that all staff will now need to complete the enclosed New Starter Declaration/Bank Details form.

Also, further to recent changes in government legislation by the UK Border Agency, **all** staff employed at elections are required to produce evidence that they are eligible to work in the UK. Therefore, you will need to provide the following documentation if you are completing an application as copies of your original documents will need to be stored securely in the event of an inspection from the UK Border Agency:

- A passport showing the holder is a British Citizen will demonstrate you are entitled to work in the UK
- or
- A full birth certificate issued in the UK which must include the name(s) of a least one of your parents together with an official document issued by a previous employer or government agency which contains your permanent National Insurance number and your name. This could be a P45, P60, NI Card or letter from a government agency.

In order to verify that you are the named person in the document(s) you provide, you will need to present yourself together with the required document(s) as we cannot accept them from a third party on your behalf.

Important Checklist – What you need to provide to Electoral Services

| | | |
|---|----------------------------------------------------------------------------------------|--|
| 1 | Application Form | |
| 2 | Your Passport (see above for further information if you do not have a passport) | |
| 3 | A Completed Bank Details Form/Employee Statement (enclosed/attached) | |
| 4 | An Equal Opportunities form (enclosed/attached - Optional) | |

PLEASE NOTE: that you must provide items 2, 3 and 4 when returning your acceptance form.

Workplace Pension Scheme

The Returning Officer for Sefton Council, as an employer, is now required to offer a workplace pension to everyone employed to carry out election duties. The Returning Officer has adopted NEST as our workplace pension scheme.

NEST is a straightforward pension scheme that gives you one retirement pot for life.

You can contribute to your retirement pot and you'll also get extra money from the government through tax relief, as long as you're contributing.

If we don't have your National Insurance number NEST won't be able to claim tax relief on your behalf, so please make sure you've given it to us so you don't miss out on any extra money.

If you'd like to become a member you'll need to contact us at the time of application.

You can ask to join at any time as long as you're:

working, or you ordinarily work, in the UK

aged at least 16 but under 75

not already a member of another workplace pension scheme we provide.

When you're a member of NEST you can make contributions directly to your retirement pot whenever you like. These contributions can be no less than £10. There's no duty on us to make employer contributions.

How does it work?

If you choose to join NEST, you can make contributions into your retirement pot. You'll need to contact NEST to arrange your contributions directly with them.

Getting more information

If you'd like to know more about NEST you can visit their website at www.nestpensions.org.uk or search online for NEST pensions.

NEST's contact details:

NEST
Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

Online live help: nestpensions.org.uk/livehelp

Member enquiries: **0300 020 0090**

You can find out more about pensions and being a member of NEST by visiting their website at www.nestpensions.org.uk or search online for NEST pensions.

You can also get general information on pensions and saving for later life from Directgov at www.direct.gov.uk/workplacepension

CONFIDENTIAL – Bank Details Form/Employee Declaration

Please note this form cannot be processed unless signed & dated

Complete all sections. It is the responsibility of the employee to provide correct information

I request that arrangements be made for the amount of pay due to me to be credited to my bank account, particulars of which I have given below:

| | | | | | | | | | |
|----------------------------------|-----|--|-------|--|------|----|--|-----------|--|
| Full Name | | | | | | | | | |
| National Insurance Number | | | | | | | | | |
| Date of Birth | Day | | Month | | Year | | | | |
| Email Address | | | | | | | | | |
| Name of Bank/Building Society | | | | | | | | | |
| Address of Bank/Building Society | | | | | | | | Post Code | |
| Account Name | | | | | | | | | |
| Sort Code | | | -- | | | -- | | | |
| Account Number | | | | | | | | | |
| Building Society Roll Number | | | | | | | | | |

Employee Declaration - Your present circumstances

Please read all the following statements and tick the one that applies to you.

| | | |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| A | This is my first job since last 6th April and I have not been receiving taxable Job Seeker's Allowance or taxable Incapacity Benefit or a state or occupational pension. Or | A |
| B | This is now my only job, but since 6 th April I have had another job, or have received taxable Jobseeker's Allowance, employment and support allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. Or | B |
| C | I have another job or receive a state or occupational pension | C |
| D | Student Loans - If you have left a course of higher education before last 6 th April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your student loan, tick box D. (If you are required to repay your Student Loan through your bank or building society account do not tick box D). | D |

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
|---------------|--|-------------|--|



EQUAL OPPORTUNITIES RECRUITMENT FORM

In order to assist in monitoring the effectiveness of the Sefton Council's Equal Opportunities Policy, please give the following information:

Post Applied for: **Election Staff**

GENDER (Please delete as appropriate)

AGE

MALE / FEMALE

DATE OF BIRTH:

RACE - WHAT BEST DESCRIBES YOUR ETHNIC ORIGIN? (Place x in relevant box)

A White

- British
- Irish

Any other White background please write below

.....
...

B Mixed

- White and Black - Caribbean
- White and Black African
- White and Asian

Any other Mixed background please write below

.....

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

Any other Asian background please write below

.....

D Black or Black British

- Caribbean
- African

Any other Black background please write in below

.....

E Chinese or another ethnic group

- Chinese
- Vietnamese

Any other please write below

.....

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES / NO

IF YES, PLEASE PROVIDE DETAILS OF THE NATURE OF YOUR DISABILITY:

WHAT IS YOUR RELIGION/BELIEF?

BUDDHIST / CHRISTIAN / HINDU / JEWISH / MUSLIM / SIKH / NO RELIGION / ANY OTHER RELIGION OR BELIEF / DO NOT WISH TO DISCLOSE

HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?

BISEXUAL / GAY / LESBIAN / HETEROSEXUAL / OTHER / DO NOT WISH TO DISCLOSE

IS YOUR GENDER IDENTITY OPPOSITE TO THAT ASSIGNED AT BIRTH? YES NO

Privacy statement –

We will only use the information you give to us for the purposes of employing you. We will look after your personal information securely and follow the data protection legislation. We will not give personal information about you to anyone else or another organisation unless we are required to do so by law.

Should you not be appointed on this occasion please indicate whether you wish to remain on our database to be contacted regarding employment opportunities in the future - **YES/ NO**