**London Borough of Barnet**

**Application Form for Election Duty**

*Please return your completed form to* [*electionsprojectoffice@barnet.gov.uk*](mailto:electionsprojectoffice@barnet.gov.uk) *or post to:  
Electoral Registration Office, London Borough of Barnet, 2 Bristol Avenue, London NW9 4EW*

**Section 1 – About you**

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| --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | | | |
| **First name** | Click here to enter text. | | | |
| **Surname** | Click here to enter text. | | | |
| **Home address** | Click here to enter text.  **Postcode:** Click here to enter text. | | | |
| **Phone numbers** | **Home** | | Click here to enter text. | |
| **Work** | | Click here to enter text. | |
| **Mobile** | | Click here to enter text. | |
| **Email** | Click here to enter text. | | | |
| **Date of birth *(you must be over 18 to work)*** | Click here to enter text. | | | |
| **National Insurance Number** | Click here to enter text. | | | |
| **Are you an employee of the London Borough of Barnet?**  **If so which department, do you work in?** | | | | Yes  No |
| **Are you eligible to work in the UK?**  *(you maybe ask to provide documentary evidence)* | | | | Yes  No |
| **Do you hold a full, clean driving licence and have use of a car?** (\*This is relevant to *some* election roles) | | | | Yes  No |
| **Do you have a disability as defined by the Disability Discrimination Act 1995?**  Please let us know if you would need support in delivering an election role  *(we may contact you to discuss further)* | | Yes  No  Click here to enter text. | | |
| **How did you hear about the roles in elections?** | | **Click here to enter text.** | | |

**Section 2 - Election Roles:**

Please tick all the Election Roles you are interested in:

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| **Polling Clerk at a polling station**  Hours 6am-11pm  Must be literate, numerate, able to work calmly under pressure | |  |
| **Presiding Officer at a polling station**  Hours 6am-11pm, plus collection and delivery of ballot box(s).  Experience required either as a Polling Clerk or Presiding Officer.  Use of a car required | |  |
| **Counting Assistant at the count** Hours - day or overnight count depending on the election. Must be literate, numerate, able to work calmly under pressure | |  |
| **Postal Vote Verification Assistant**  Minimum of 2 days  Most postal vote verification sessions take place during the day | |  |
| **Canvasser** *(visiting addresses across Barnet for election purposes)*  Usually take place between October and November, but can be at various times throughout the year | |  |
| **Have you previously carried out this type of work?** | Yes  No  If so, please tell us about the role  Click here to enter text. | |

**Section 3 - Suitability to work on election duties:**

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| Please give a *brief* description of your current (or most recent) main job: | Click here to enter text. |
| Please describe the skills and experience you have that make you suitable for the election roles that you have indicated above: | Click here to enter text. |
| What do you think are the most important things for staff to consider when working on elections? | Click here to enter text. |

**Section 4 - Declaration**

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| **Do you have any connections with any political party?**  *This does not preclude you from working for Electoral Services, but please note all election work must be completed in a transparent and politically neutral manner.* | Yes  No |
| If yes, please give details:  Click here to enter text. | |
| **Are you a relative or friend of any councillor or likely candidate in any forthcoming election?** | Yes  No |
| If yes, please give details:  Click here to enter text. | |
| **Have you been convicted of a criminal offence (that is not spent under the terms of the Rehabilitation of Offenders Act 1974), or been subjected to a caution or bind-over, or do you have any prosecutions pending? If “Yes” please provide full details, including dates below.** | Yes  No |
| If yes, please give details:  Click here to enter text. | |

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| **Please complete the following declarations and sign below. If these declarations are not completed and signed, your application can not be considered:**   * **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 that specific election (or referendum).** * **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** | |
| **Signed** | Click here to enter text. |
| **Date** | Click here to enter text. |

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| ***Please note:***  *Your application is a registration of your interest only. You are not guaranteed an appointment, and we cannot guarantee the availability of positions in specific areas, or on specific dates/times. This will be clarified if and when we contact you, which may be at short notice. Due to the large volume of applications we receive, we cannot write to applicants who are unsuccessful, but your details may be held on our staff database in case a suitable vacancy arises at short notice or at future elections.*  *Our* ***Privacy Notice*** *contains more information on how we manage personal data, your rights and how to update your details. To read our privacy notice visit* [www.barnet.gov.uk/elections](file:///\\brtvpspfs03a\Election%20Team$\3.0%20Electoral%20Services\2.0%20Electoral%20Services\Recruitment\Election%20staff\www.barnet.gov.uk\elections)*.* |

If you have any questions, please contact the Electoral Services Team on [electionsprojectoffice@barnet.gov.uk](mailto:electionsprojectoffice@barnet.gov.uk) or 020 8359 5577