

DO NOT CONTACT THE OFFICE TO FOLLOW UP YOUR APPLICATION – YOU WILL BE NOTIFIED IF THERE IS A VACANCY

OFFICE USE ONLY

Staff ID:

Worked by:

Appointed to:

Checked by:

Please ensure that you have read the accompanying information then tick the box to indicate the role you are applying for. If you wish to be considered for both roles enter 1 and 2 instead of a tick to show which your preference is.

We will be following any public health guidelines set out by the Government at these elections. We would ask you to consider your own personal circumstances and not apply for a position if you are in a clinically vulnerable position.

POLL CLERK – (polling day is **Thursday 2 May 2024**)

COUNT ASSISTANT (taking place on **Friday 3 May and Saturday 4 May 2024**)

You can return this form as an attachment or by scanning and e-mailing it to eostaffing@birmingham.gov.uk

POLL CLERK VACANCIES: Polling Day is Thursday 2 May 2024. You will have to be at the Polling Station at 6.30am and will remain there until 10.15pm. Please make sure you are applying to work in an area you can get to. No allowance is made for travel expenses.

Enter the area you are prepared to work in if a vacancy occurs: You must only enter the area where you can make a firm commitment to work if offered an appointment. We will automatically look to appoint you to the Polling Station closest to you. If you are prepared to travel across the City, please make this clear.

THE AREA I AM APPLYING TO WORK IN IS:

COUNT ASSISTANT VACANCIES: The Count will take place on Friday 3 and Saturday 4 May 2024 and will be held at the ICC (International Convention Centre) on Broad Street. There is no overnight count. Start times for the verification and count have not yet been finalised, however you should be available to work both days and be prepared for an early start and to stay until proceedings have finished on both days.

PLEASE NOTE: In order to be offered an appointment this application will need to be completed in full and include proof of right to work documentation as stated overleaf.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM BELOW

Full Name				Title: Mr/Mrs/Ms
Email address	<u>Please enter your e-mail address very carefully and accurately – this is the means by which we will contact you if a vacancy arises. This e-mail address should be for your use only and not shared.</u>			
Mobile Number				
Landline Number	Home	Work		
Home address	Postcode:			
Date of Birth	Date	Month	Year	
National Insurance Number				
Gender	Male / Female (delete as necessary)			
<p>If you are appointed payment will be made through your bank (BACS). Please note that we cannot accept Building Society Details. Payment will be made on 28th June 2024.</p> <p>This information will be securely stored and only used if you are appointed. Please provide the following details:</p>				
Bank Sort Code (6 digits)				
Bank Account Number				
Bank Account Name				
Bank Name				
Name of current employer				
Section (if City Council)				
Job Title & Grade (if City Council)				

ALL APPLICANTS MUST COMPLETE THE SECTION BELOW: REQUIRED BY LAW (if you are unable to provide any of the acceptable documents listed below, we will be unable to offer you an appointment.)

Do you have a right to work in the UK?

Please indicate which of the following documents you have attached to this application as proof of your right to work in the UK.

Yes

No:

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.
- or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- 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.

A full birth or adoption certificate issued in the UK (Channel Islands, the Isle of Man or Ireland) which includes the name(s) of at least one of the holder's parents or adoptive parents (if UK), together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A Home Office Issued:

- A Registration Certificate or Document Certifying Permanent Residence

Conflicts of Interest

In order to uphold the integrity of the election:

- **You must decline any offer of appointment if you have assisted or intend to assist any candidate at this election.**
- **if you have worked for, promoted or undertook any campaigning for any political party or candidate in the last 5 years please let us know as you may have to decline this appointment.**

Warning:

Any failure to make us aware of a potential conflict of interest may result in your fee being reduced or withheld and may prevent you from working for us again in the future

I will be available at this election and I will not be employed (paid or unpaid) by/on behalf of any candidate or political party. If I become aware of any possible conflict of interest, I will notify the Elections Office immediately.

This application is supported by my Line Manager/Supervisor (City Council employees only)

Signed / Name Date

ALL APPLICANTS MUST COMPLETE THE SECTION BELOW: REQUIRED BY LAW (if you are unable to provide any of the acceptable documents listed below, we will be unable to offer you an appointment.)

EMPLOYEE STATEMENT

NAME:

As a new employee your employer needs the information requested below as soon as possible to tell HMRC about you and to help them use the correct tax code.

You will need to tick only ONE of the following statements A, B or C Please Tick One Statement

A – This is my first job since 6 April 2024, and I have not been receiving taxable Job Seeker’s Allowance, Employment & Support Allowance, taxable Incapacity Benefit, State or Occupational Pension

B – This is now my only job but since last 6 April I have had another job, or received taxable Job Seeker’s Allowance, Employment & Support Allowance or taxable Incapacity Benefit. I do not receive State or Occupational Pension

***C** – As well as my new job, I have another job or receive a State or Occupational Pension.

Do you have a student loan which is not fully repaid, and all of the following apply:

- You left a course of UK higher education before last 6 April
- You received your first Student Loan Instalment on or after 1 September 1988

Note: Select “No” if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

YES

NO

* The new job being referred to here is your election job even if you have worked at elections before

Note: Statement C means you will be taxed, even if your earnings or pension are below the tax threshold. This is due to new rules introduced by HMRC in 2014. You can either claim the tax back or it should be refunded to you at the end of the tax year. We have no discretion in this matter as it is now a legal requirement under the new HMRC rules.

Recruitment Monitoring

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

1. Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background: -

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p>Any other White background please write below</p> <p>.....</p>	<p>B Mixed</p> <p><input type="checkbox"/> White and Black - Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p>Any other Mixed background please write below</p> <p>.....</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Any other Asian background please write below</p> <p>.....</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p>Any other Black background please write in below</p> <p>.....</p>	<p>E Chinese or another ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Vietnamese</p> <p>Any other please write below</p> <p>.....</p>	

2. 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 have a disability as defined above: **YES / NO**

If all of the above does not apply to you, however you consider yourself to have a disability please tick here:

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**