



File No.

**Cornwall Council Election
Staff Application Form**

Please complete and return the signed form as soon as possible, together with a copy of your proof of eligibility to work in the UK (not your Driving Licence or Work ID), to

Electoral Services, St Austell Information Service, Penwinnick Road, St Austell, PL25 5DR or by e-mail to voter-registration@cornwall.gov.uk

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Title - Mr/Mrs/Miss/Ms (delete as appropriate)

Name in full:

Address

.....

.....

Post Code:

Home Phone No: Mobile No.:

Email: Date of birth:

Nationality Gender:

National Insurance No:

Please see the job descriptions below before completing this section

I am interested in working as (please circle as appropriate)

Presiding Officer or Poll Clerk

Count Supervisor/Assistant - Carn Brea or Bodmin Leisure Centre or Truro College Sports Hall

PREVIOUS ELECTION EXPERIENCE		
Type of election work	Where	When/for how long

In the event of a query please contact the Electoral Services Team on 01209 614373

Unspent Convictions	
Do you have any unspent convictions, cautions, reprimands or warnings? If yes, please provide details (please continue on a separate sheet if necessary):	YES/NO

Data Protection

The personal data provided in this form is required so that we can check your eligibility to work on elections. You have a choice as to whether you provide us with this information as it can only be by consent. However, if you do not provide us with the information we have asked for we may not be able to add you to our casual elections staff database and so will not be able to employ you.

We may sometimes need to share some of your data with our HR team so that they can advise on issues such as the right to work in the UK and with our payroll service so that we can pay you for work you have done for us. We might need to share your name and phone number with others you will be working with on elections, such as at polling stations, so that you can contact each other in advance or in case of emergency. We may also need to share your data when required to do so by law, such as for the prevention and detection of crime and disorder, including fraud.

We take your privacy seriously and will store your data securely, at all times complying with our obligations under the Data Protection Act and the General Data Protection Regulation.

The Returning Officer, who is also the Electoral Registration Officer, is the data controller and is registered with the Information Commissioner. The registration number is Z1939752 and you can check the registration at <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>.

We will keep your data until such time as you ask us to delete it or we have been unable to make contact with you. You can ask us to delete your personal data at any time by emailing voter.registration@cornwall.gov.uk, writing to Electoral Services, 39 Penwinnick Road, St Austell PL25 5DR or telephoning 01209 614373. If we delete your data we won't be able to get in touch with you about election work.

You can access our privacy notice through this web page:
<http://www.cornwall.gov.uk/council-and-democracy/elections/>

I agree that the information I have provided is by consent and that my data will be used for the purposes explained above.

Signed: _____

Date: _____

Next Elections

The next scheduled election to take place in Cornwall after the General Election on 12th December 2019 will be the Police and Crime Commissioner Election on 7th May 2020.

We will hold your details on the database until you ask us to remove them or we do not get a response from you. Before each scheduled Election we will contact you to check whether you are available or not.

The completion of the application form does not guarantee an offer of an Election post. We are often over-subscribed with available staff, many of whom have already worked for us in the past. Being prepared to accept an offer of employment at the last minute will increase your chances of being offered post.

Eligibility to Work in the UK

We need to have a copy of your proof of Eligibility to Work in the UK (even if you work for Cornwall Council as your employment for Elections is with The Returning Officer and not the Council). The most commonly presented documents are:

- a) UK, EU or Swiss passport (even if it has expired and not been renewed); or
- b) Full birth certificate AND an official document, issued by a government agency or previous employer, giving your NI number and name.

If you do not have either of the above combinations please visit www.ukba.homeoffice.gov.uk for guidance on acceptable documents (**please note that your Driving Licence or Work ID are not acceptable documents for this purpose**).

TRANSPORT – Car insurance

In order for the Council to meet its statutory duties with regard to the Health & Safety Executive and the Corporate Manslaughter and Homicide Act, it is necessary that you confirm that you have business use on your insurance policy and that you have a valid driving licence.

Business insurance can be added to an individual's insurance policy usually at no extra cost (especially if you make it clear that the cover is for one day only).

Applicants are advised that it is the responsibility of the vehicle owner to ensure that any vehicle used is adequately insured for the purpose for which it is being used. Please clarify with your insurer if you have any concerns.

If you are appointed to an Election post you will be asked to sign a declaration confirming that you have a valid driving licence and the relevant insurance in place.

Impartiality

Election staff are required to remain impartial during an Election and you will be asked to confirm whether you are employed by, or if you provide any form of assistance whatsoever, to any of the candidates, agents or political parties involved with the election if you are appointed to an Election post.

Working Hours

The hours of work are often outside the working hours set by the European Working Time and Young Workers directives (The Working Time Regulations 1998). If appointed to a post you will be asked to confirm that you are prepared to waive your rights under these directives for the purposes of your employment on the election.

Information on Election Duties

Poll Clerk

The hours of poll will be from 7:00 am until 10:00 pm. Staff will be required to arrive at the polling station for 6:30 am and leave shortly after 10:00 pm (allowing time to set up/pack away equipment used). Staff should provide their own refreshments and take appropriate breaks throughout the day. Staff are not permitted to leave the premises during the hours of poll.

Duties

As a poll clerk, your role is to assist the Presiding Officer with the running of the polling station and issuing of ballot papers.

The Role

To assist the Presiding Officer in carrying out the following:-

- Complying with any instructions
- Ensuring that all electors are treated impartially and with interest
- Maintaining the secrecy of the ballot

Rate of Pay - £175 for the day plus £15 for approximately 1 hours online training

Duties

Before Polling Day

- Where applicable, attend training session(s), briefings and/or undertake online training

Polling Day

- Assist setting up the polling station, including erecting polling booths (this will involve some lifting) and keeping the building in a tidy and secure state
- Check and mark electors' numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box
- Any other polling station duties on the instruction of the Presiding Officer

Close of Poll

- Assist with the dismantling of the polling station and ensure the building is returned to its original order

Verification and Count Staff

The venues for the Verification and Counting of votes are currently under review but will be based in three venues – Carn Brea Leisure Centre, Pool, Bodmin Leisure Centre and Truro College Sports Hall. Depending on the Election the Verification and Counting of votes might start at the Close of Poll or the following day. You will be expected to arrive at the count venue as directed in your letter of appointment in readiness to start at the designated time.

Counting staff work as part of a team. The role of the team is to open ballot boxes, ensure the number of ballot papers contained within the box is the same as the ballot paper account and then count the votes for each side. You may work in a distracting environment and should take care to ensure mistakes are not made. Accuracy is required rather than speed.

The Role

- Act impartially at all times and respect confidentiality of material handled
- Refrain from engaging in conversations with campaign group agents, counting agents or guests
- Undertake work at unsociable hours
- Work subject to Secrecy Requirements

Rates of Pay - £15 per hour for an overnight Count

Duties

- Where applicable, attend training session(s) or briefings
- Count Assistants will work in teams of varying sizes as designated

As directed by a Supervisor to:-

- Verify the contents of the ballot boxes (check that the number of Ballot Papers in the box matches the number issued by the Polling staff at the Polling Station)
- Count the number of ballot papers in a ballot box
- Divide ballot papers into votes for each candidate and count them using the method designated by the Returning Officer
- Count and re-count if required

The length of time the Verification and Count takes will depend on the size and type of election and whether re-counts are required. You must be prepared to stay as long as it takes. If the Count takes place immediately after the close of poll, you will start working late in the evening and into the early hours of the morning.

Further information on scheduled Election dates

Election	Date	Cycle
Police and Crime Commissioner	7 th May 2020	1 st Thursday in May every 4 years
Cornwall Council & Towns and Parishes	6 th May 2021	1 st Thursday in May every 4 years
Parliamentary Election	December 2023	Every 4/5 years*

* A Parliamentary Election can be called at any time within the 4/5 years subject to a vote in Parliament