

19 January 2017

**Electoral Services
Chris Elliott – Returning Officer &
Electoral Registration Officer**

Warwick District Council, Riverside House
Milverton Hill, Royal Leamington Spa, CV32 5HZ

direct line: 01926 456105

fax: 01926 456121

email: elections@warwickdc.gov.uk

web: www.warwickdc.gov.uk

Enquiries to: The Electoral Services Team

ELECTION STAFF APPLICATION FORM – ELECTION DUTIES 2017

Thank you for your enquiry to undertake Election duties on behalf of Electoral Services for the elections being held on Thursday 4 May 2017.

Enclosed is an application form for you to complete and return to Electoral Services, at the above address as soon as possible. I am looking for staff to work in the polling stations, opening of Postal Votes and at the Count, the details of these duties are set out in section two of the attached paperwork.

All election payments are made by BACS through our payroll system and all payments will be subject to the deduction of Income Tax. Please provide your bank details and details for HMRC on the ESF 34 form enclosed.

Training for all Presiding Officers and Poll Clerks will be internet based. This training can be done at your own convenience, and if you do not have access to the internet, facilities can be made available on request for you to use at Riverside House.

Any person employed using their car to convey ballot boxes, must have a "business use" clause on their personal motor vehicle insurance policy which allows them to use their vehicle at this election.



The counting of the ballot papers will be held on Thursday evening after the close of Poll (10pm) at the Warwick Complex, Stoneleigh Park, Stoneleigh CV8 2LZ.

In line with the Asylum and Immigration Act 1996 there are certain documents that we are required to see to make basic employment checks on every person we intend to employ.

Warwick District Council's check will include:

- Checking any photographs, where available, are of a likeness
- Checking that dates of birth listed are consistent with your appearance
- Checking that the expiry dates have not passed
- Checking any United Kingdom Government stamps or endorsements to ascertain that you are able to do the type of work offered.

It is recommend that you personally deliver your completed application form to our office, along with your original documents in order for them to be checked, photocopied and returned to you while you wait. Riverside House offices are open from 8.45am to 5.15pm Monday to Thursday and 8.45am to 4.45pm on Friday.

Yours sincerely



Chris Elliott
Returning Officer & Electoral Registration Officer

Non WDC 2017 Election Staff Application Form

(Incorporating information required under
the Asylum & Immigration Act 1996)

STAFF ID:

Section 8 of the Asylum and Immigration Act requires all employers in the UK to make basic employment checks on every person they intend to employ. Please note that failure to comply with the Asylum and Immigration Act may lead to the withdrawal of the offer of employment.

Please complete the details below and cross out any information not appropriate. Please sign the statement at the end of this form

SECTION ONE – YOUR DETAILS

Title:	
Forename(s):	
Surname:	
Address: Postcode
Home Phone:	
Mobile Number:	
Email address	
Date of Birth:	
NI number:	
Do you have transport?	*No *Yes (please give vehicle registration number:))
Are you employed by Warwickshire County Council? Yes/No*	
Are you employed by Rugby Borough Council?.....Yes/No*	
Are you employed by Stratford District Council?.....Yes/No*	
If you are not employed by one of the above local authorities, please give details of your employer (if applicable):	
Main Employers name:	
Main Employers address: Postcode

SECTION TWO - DUTIES YOU WISH TO UNDERTAKE FOR 2017 ELECTIONS

Election Duties	<i>Tick duty/duties previously undertaken & state number of times.</i>	<i>Tick duty/duties you would like to undertake.</i>
Presiding Officer (6am to 10.30pm) (In charge of polling station and delivery of ballot box to Stoneleigh Park after the close of Poll)		
Poll Clerk (6am to 10.30pm) (Assisting Presiding Officer at polling station)		
Verification Clerk Thursday evening from 9.30pm (In charge of counting team of Count Assistants counting ballot papers at Stoneleigh Park)		
Verification Assistant Thursday evening from 9.30pm (Counting ballot papers at Stoneleigh Park)		
Count Clerk Thursday evening from 9.30pm (Assist in the delivery of ballot boxes at Stoneleigh Park & sorting equipment)		
Opening of Postal Votes (27 April to 3 May 2017) A daily session – 1pm to 4pm in Town Hall, Leamington Spa		
Opening of Postal Votes Thursday evening (7.30pm) at Stoneleigh Park, Stoneleigh		

☐ Please tick this box if you have applied to undertake Polling Station (Presiding Officer/Poll Clerk) duties and I do not have internet access at home and will require to use facilities at Riverside House

SECTION THREE – DOCUMENTATION TO BE SUBMITTED

When submitting your application form to Riverside House, please bring your original documents with you and they will be checked, photocopied and handed back to you.

Warwick District Council's check will include:

- Checking any photographs, where available, are a likeness
- Checking that dates of birth listed are consistent with your appearance
- Checking that the expiry dates have not passed
- Checking any United Kingdom Government stamps or endorsements to ascertain that you are able to do the type of work offered.

LIST 1:

Do you hold the original of ONE of the following documents and can you provide the original document for Warwick District Council to check? Please tick in the appropriate box.

	Yes	No	If yes, please give reference number and expiry date if applicable:
A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom			
A passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland			
A residence permit, registration certificate or document certifying or indicating permanent residence issued by the United Kingdom to a national from a European Economic Area country or Switzerland			
A passport or other document issued by the Home Office or the Border and Immigration Agency which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland			
A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay			
A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work offered if they do not have a work permit			
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment			

LIST 2:

If you do not hold one of the documents in List 1, do you hold TWO original documents from the following? One of the documents must show your name and national insurance number.

	Yes	No	
A P45 showing your name and national insurance number			
A P60 showing your name and national insurance number			
A national insurance card showing your name and national insurance number			
A pay slip from a previous employer showing your name and national insurance number			
A letter from a Government agency showing your name			
A full birth certificate issued in the United Kingdom which includes the names of the holder's parents			
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland			
A certificate of registration or naturalisation stating that the holder is a British citizen			
A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay			
An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay			
A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom and this allows them to do the type of work offered			
An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom and this allows them to do the type of work offered.			

List 3:

If you do not hold one of the documents in List 1 or two original documents from List 2, do you hold a work permit or other approval to take employment that has been issued by Work Permits UK and one of the following?

	Yes	No	If yes, please give reference number and expiry date if applicable:
A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question			
A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question			

I declare that the information I have given above is correct and I understand that employment is subject to the sight of documentary evidence of eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 1996.

I confirm that I have provided original documents for inspection of all the documents I have indicated as above that I hold.

Signed:

Date:

Please return your completed form and documentation to:
Electoral Services, Warwick District Council, Riverside House, Milverton Hill,
Royal Leamington Spa, Warwickshire CV32 5HZ



ResourceLink
New Starter Bank Details Form
& HMRC Declaration
ESF34

Post Title	Section	Directorate
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Personal Details:

Surname:	First Name:	Title:
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Bank Details:

Name of Bank/Building Society:	Branch:
Address:	Account No (only 8 digits):
City:	Sort Code: : _ _ / _ _ / _ _
Post Code:	Roll/Reference No: (Building Society Only)

HMRC Starter Declaration:

Do you have a P45 – If yes please attach and you do not need to complete the declaration below.

If no please complete the following declaration

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

A. This is my first job since last 6 April and I **have not** been receiving taxable job seekers allowance, Employment Support Allowance or taxable Incapacity Benefit or a state or occupational pensions

Or

B. This is now my only job, but since last April I **have** had another job, or have received taxable job seekers allowance, Employment Support Allowance or taxable Incapacity Benefit or a state or occupational pensions

Or

C. I have another job or receive a state or occupational pension

Student Loan (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter X in the box, (Do not enter an X in the box if you are repaying your student loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account)

I confirm that the information is correct. Signature _____ Date _____

To be completed by Employment Services:

ID Number	Data entered by	Date	Data checked by:	Date
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Data Protection Act 1998

The details you provide on this form will be used by Warwick District Council's payroll agents (Coventry City Council) in connection with your contract of employment to record information and process payments. We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. We may also share the information, for the same purposes, with Pension Administration Authorities, Unions and where we have Statutory Obligations.

Return to:

HR & Payroll Support Team,
Riverside House,
Milverton Hill,
Leamington Spa
CV32 5HZ