

Application for casual work – Elections

Please indicate which role you are applying for:

Poll Clerk (you must be 18 years old or over for this role)	
Presiding Officer (you must be 18 years old or over for this role)	
Count Assistant (you must be 16 years old or over for this role)	

Personal details

Full name (including title)	
Any previous surname(s)	
Address (including postcode)	
Telephone number	
Email address	

Are you required to have a permit to work in the UK? Yes No

If so, do you have a permit? Yes No

Employment

Present employment (or last employment if not currently employed)

Employers name	
Job title and description of duties	
Dates of employment	

Previous employment (most recent first – add a separate sheet if necessary)

Employers name and location	Job title and description of duties	Dates of employment

Have you worked in an election before? Yes No

If yes, please provide details:

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Are you related to any councillor or employee of West Suffolk Council? Yes No

If yes, please provide details:

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Health and safety

We need to ensure that the work we offer you will not place your health at risk and ask that you complete the following by answering yes or no in the space provided:

Do you have any health problems, (physical or psychological), which may affect your ability to do this casual work?	
Have you ever had any illness/ impairment/ disability which may have been caused or made worse by your work?	
Have you had any significant treatment (other than minor), in the last 12 months? For example, surgery, physiotherapy, counselling etc?	
Are you having, or waiting for medical treatment (including medication) or investigations at present?	
Do you have any concerns about the type of work you will be required to do. If so, please specify.	

Contact in case of emergency

Name	
Relationship to you	
Contact telephone number	

Previous convictions

The Rehabilitation of Offenders Act, 1974 (Exceptions) Order, 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and need not be declared for employment purposes. Further information from Disclosure and Barring Service website. Convictions and cautions that are not 'protected' must be declared below. All staff who will have access to the council's network will be required to be Baseline Personnel Security Standard.

Exception

Where the job is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 we require a satisfactory enhanced Disclosure and Barring Service certificate prior to employment. This requirement will be clear in the job pack, and you are asked to declare any convictions and cautions that will appear on the DBS certificate in accordance with our policy.

Details of convictions and cautions and cases pending

(This box must be completed – state 'none' if applicable)

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Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [How we use your information](#)

I declare that to the best of my knowledge the information given in this form is complete and accurate.

I also declare that I have and consent to the [privacy notice](#).

I understand that the canvassing of any councillor or employee of West Suffolk Council or giving any false information or omitting to give information, may make me ineligible for recruitment or liable to dismissal after employment.

Signed	
Date	

We will need to see and copy your original UK passport or UK birth certificate or sight of your passport and share code to enable us to check your right to work in the UK status for non-UK nationals. You will also be required to provide an original document showing your name and National Insurance

number. No offer of employment will be made without sight of these documents. These documents are required under the Prevention of Illegal Working, Immigration, Asylum and Nationality Act 2006

Please return completed application form to elections@westsuffolk.gov.uk or post to:

Elections
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU