

Please read guidance notes before completing application

### 1: About you

Surname:

Forename:

Date of birth:

Gender:

All applicants must give details of home address and telephone numbers.

Home address:

Work address:

Home post-code:

Work postcode:

Home Email Address:

Work Email:

Home Tel:

Work Tel:

Mobile Tel:

Employer:

\*Please delete as appropriate

National Insurance Number

Job Title:

### 2: Which jobs are you applying for?

Preference will be given to applicants wanting to do deliveries and visits:

2.1 Canvasser – Deliveries and HEF/ITR Visits

2.2 Canvasser – HEF and ITR Visits only

2.3 Would you be willing to use a tablet device when canvassing instead of using paper forms?

Yes  No

### 3: Experience

3.1 Please state the number of times you have worked as a canvasser for LBHF

3.2 If you have worked as a canvasser for another authority. Please give the name and year you worked.

3.3 Please give details of any relevant experience involving door-to-door deliveries or dealing face-to-face with the public. This could be previous canvassing work for another borough or similar related work (continue on separate sheet if necessary).

3.4 Please state your preferred area to work in the borough. Please see the map of the borough.


#### 4: Protection of residents

During the canvass you will be working with minimal direct supervision, and will be calling on individual residents of the borough, some of whom could be vulnerable.

Have you been convicted of a criminal offence, 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
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#### 5: Reference

If you have not worked as a canvasser for Hammersmith and Fulham electoral services before, please provide the name and contact details (including email) for a referee that we may contact if your application is successful. This person may not be a relative.

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Relationship to you:

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#### 6. Where did you find out about this job?

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#### 7: Statement

I would like to be considered for canvass duties.

I accept that the work will involve weekend and evening working and may involve visiting areas at specific times to gain entry to some blocks.

I understand that if appointed I must complete the work to the standard set by the Electoral Registration Officer, to qualify for payment.

I am legally entitled to work in the UK and can supply a copy of my passport and/or visa upon request.

I can supply a passport-sized photograph of myself upon request.

Signed:

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Date:

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Please return complete applications to [electoral.servicesrecruit@lbhf.gov.uk](mailto:electoral.servicesrecruit@lbhf.gov.uk) or fax to 0208 753 2229 or post to Electoral Services, Room 28, Hammersmith Town Hall, King Street, London W6 9JU

Please note that applications will not be acknowledged and unsuccessful applicants will not be contacted. We may contact other Council's Electoral Services offices regarding any previous employment you may have had and equally we may share your details where necessary.

Our Privacy Notice contains more information on how we manage personal data, your rights and how to update your details.

You can read our Privacy Notice at: [www.lbhf.gov.uk/electoral-services-privacy](http://www.lbhf.gov.uk/electoral-services-privacy)

## Recruitment monitoring

As an equal opportunities employer, monitoring of recruitment and selection is an essential part of good management practice, and is required under the Race Relations (Amendment) Act 2000. It is endorsed by the Equal Opportunities Commission and the Commission for Racial Equality, in order to ascertain whether equality of opportunity is being achieved.

We are unable to process applications from candidates who do not complete this form.

Our equal opportunities policy demonstrates a commitment to job applicants and those involved in staff selection that the recruitment process will be conducted as fairly and consistently as possible. With this in mind, all stages of the recruitment process will be monitored. This sheet will be separated from your application upon receipt.

Fill in the most appropriate box in each section with a cross eg: **X**

Post(s) applied for

Ms  Mrs  Mr  Dr

**Your last name/family name**

**First name**

<input type="text"/>	<input type="text"/>
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**Age**  Under 16  16 - 24 yrs  25 - 29 yrs  
 30 - 39 yrs  40 - 49 yrs  50 - 59 yrs  60 yrs or over

**Disability** - Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?

YES  NO

**Gender**

Female  Male

**Present situation**

Internal applicant  Registered unemployed  
 External applicant, employed  Other

**Location**

I live within the borough  I live within greater London  
 I live within a neighbouring borough  I live outside greater London

**Ethnic group**

I would describe myself as: (Please mark one box only or write in)

**Asian or Asian British**

Indian  Pakistani  Bangladeshi  Irish  
 Any other Asian background (please write in)

**Black or black British**

Caribbean  African  Irish  
 Any other black background (please write in)

**Mixed race**

White and black Caribbean  White and black African  
 White and Asian  
 Any other mixed background (please write in)

**White or white British**

English  Scottish  Welsh  Irish  
 Any other white background (please write in)

**Chinese or other ethnic group**

Chinese  Any other ethnic background (please write in)