

Council Elections 2018 Staff application form

Office use only:

Date received:

Staff ID:



One person per form please

If you are employed by the London Borough of Hammersmith and Fulham, please discuss your application with your line manager to confirm you can be released from work for training and on Election Day. Appointed staff will need their manager's signed approval.

Surname

First names

Please tick **ANY** and **ALL** jobs for which you wish to be considered

If you worked in a polling station at the 2017 elections, please indicate which one.

Polling station staff

Thursday 3 May 6.15am – 10.15pm

Applying to be: Presiding Officer ☐ Deputy Presiding Officer ☐ Poll Clerk ☐

Preferred area of borough

Are you willing to use your car to take ballot box to count?

Yes ☐

No ☐

Previous experience
(number of times you have done the job before)

Presiding Officer

Deputy Presiding Officer

Poll Clerk

Support staff

No specific dates/times and not full-day jobs

Indicate your availability and Electoral Services will contact you when you are required.

Daytime ☐

Evening ☐

Weekend ☐

Count Team

Thursday 3 May (9pm until finish)

Available for the count ☐

Previous Experience (number of times you have done the job before, if applicable):

Counting Staff

Count Team Leader

Postal vote opening

Daily from 23 April

Weekdays only ☐

3 May (10pm) ☐

(Possibly) Sat 28 April ☐

All ☐

Council Elections 2018

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Please complete ALL sections of this form or your application may not be considered. You also need to sign the declaration on the following page.

Surname	
First names	
National Insurance Number	
Work phone/extension	
Work email address	
Home address	
Postcode	
Mobile phone	
Home phone	
Home e-mail address	

H&F staff only:

Department	
Section	
Workplace address	

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DECLARATION

I understand that by completing this application form I am declaring that:

1. I have not assisted and will not assist any campaign at this election, nor have I openly supported nor will I openly support any candidate at this election.
2. I waive my rights under the European Working Time and Young Workers Directives (The Working Time Regulations 1998)
3. [Non London Borough of Hammersmith & Fulham staff only] I am permitted to work in the UK and will bring my passport, birth certificate or other proof of this to my training session or Electoral Services before commencing my duties.

Signed

Date

Date of birth

If you are not appointed to work on the election, you are not bound by this declaration

Please note: If you do not sign this declaration, your application will not be considered. For email applications please type your name.

Return this form to:

Email: electoral.servicesrecruit@lbhf.gov.uk

Fax: 020 8753 2229 or 2007

Mail: Electoral Services
Room 28
Hammersmith Town Hall
King Street
London
W6 9JU

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

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☐ Ms ☐ Mrs ☐ Mr ☐ Dr

Your last name/family name

First name

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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)