

Your application will be judged solely on merit irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religious belief or sexual orientation. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of success. If you require any assistance please contact Elections on 01727 819 294 or email elections@stalbans.gov.uk.

PERSONAL DETAILS

Title: _____ Surname: _____

Forename(s): _____

Correspondence Address: _____

_____ Post Code: _____

Home Tel. No: _____ Mobile Tel. No: _____

Email: _____

Do you have your own transport? Yes No

WHAT POSITIONS ARE YOU APPLYING FOR?

There are roles available at polling stations (Presiding Officers, Poll Clerks), postal vote issue and opening (a few days before the election) and at the count. We also employ canvassers to make house-to-house enquiries throughout the year. Please tick canvassing below if you are also interested in this.

- | | |
|--|--|
| <input type="checkbox"/> Presiding Officer | <input type="checkbox"/> Poll Clerk |
| <input type="checkbox"/> Counting Assistant | <input type="checkbox"/> Canvassing |
| <input type="checkbox"/> Polling Station Marshal | <input type="checkbox"/> Postal Vote Opening |

Other: _____

Please note that experience is required to be a Presiding Officer and a Counting Supervisor. If you are appointed as a Poll Clerk or Presiding Officer you will be required to complete an online training module or attend a training session.

If you are appointed as a Canvasser you will be expected to be able to walk and carry papers for a prolonged period of time (a time frame is given in which to complete the task, exact delivery times and duration is left to the discretion of the individual).

If you have any questions about the above roles please call on the provided number.

Polling Station Preference: _____

We try to allocate staff to their preferred station, but unfortunately this is not always possible.

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

Should you have any relevant experience (working for the Elections Department or otherwise), skills and/or supporting information please detail this information below.

If necessary you may attach a single sheet of A4 of additional information.

REFERENCES

Please give the name and address of two persons who would be willing to supply a reference (one of which must be your present or last employer, if applicable). The authenticity of references may be checked if you are to be offered an appointment.

Name _____ Name _____

Position _____ Position _____

Address _____ Address _____

_____ Post Code _____ _____ Post Code _____

Tel. No: _____ Tel. No: _____

Email _____ Email _____

Capacity in which known to you _____ Capacity in which known to you _____

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any convictions (date, conviction, sentence etc.) that you may have which are not excluded by the Rehabilitation of Offenders Act 1974:

RELATIONSHIPS

Do you, your partner or a member of your immediate family have a relationship (personal, family, business or professional) with a Councillor, employee or contractor/supplier at the Council or the partners of such people?

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DECLARATION

	Please Tick
I confirm that if an appointment is made it will be on the understanding that I will not be employed by any political party or candidate in connection with the relevant election, including unpaid work.	
I am physically able to undertake the duties of the task(s) I am applying for.	
I am eligible to work in the UK in accordance with the Immigration, Asylum and Nationality Act 1996.	
I agree to my details being stored on an Electoral Services computer database which will be subject to the provisions of the General Data Protection Regulation and the Data Protection Act 2018.	

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false information, withheld material information or canvassed a Councillor or employee of the Council in support of my application I may be dismissed from any post gained as a result or any offer of employment may be withdrawn.

Our privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to. **Please ensure you read and understand this notice.**

I agree to give consent for you to use my personal information as set out in the privacy notice below

Signed: _____ Print Name: _____

Date: _____

**PLEASE PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UK
YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT IT**

PLEASE RETURN TO

Electoral Services
St Albans City and District Council
District Council Offices
Civic Centre
St Albans
Herts, AL1 3JE

elections@stalbans.gov.uk

01727 819 294

APPLICATION PROCESS – WHAT HAPPENS NEXT

Your application will now be entered into the Elections Staffing database for future reference. If and when there is a requirement for additional staff you will be contacted. You will be asked to provide your passport with any relevant supporting documentation which confirms you are entitled to work in the UK.

Please note that we cannot guarantee work. If you have any questions or wish to remove your details from the Elections Staffing database please contact us on the above number or by email. Thank you for your interest in working for St Albans Electoral Services.

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you whilst you are an employee or after you have left the Council.

What information do we collect about you?

We collect personal information you are required to provide to us for employer functions, and personal information you agree to share with us voluntarily. We collect information when you apply to work at the Council. We collect most of this information as a lawful process because it is required by employment law [Art 6(1) (c)]. Some of the information you choose to share with us voluntarily is lawfully processed because you have given your consent [Art 6(1) (a)].

When you complete a form to provide us with information, we will tell you the consequences of failing to provide accurate information on the form. When you agree to share information voluntarily we will ask you to give your consent to allow us to use your information.

How will we use the information about you?

We will use the information to process your job application and for Human Resource purposes. We will ensure that all personal information is kept securely.

We may share your information with individuals that you have provided as a referee.

We will not share the personal information with any external organisation. We may be required to share your personal information with the Police, Internal Audit or a similar agency, or another Council for the purposes of preventing and detecting fraud.

If you're providing us with special category personal information (such as details about your health), we will be processing this under Art. 9(2). If you're providing us with criminal conviction personal information, we will be processing this under Art.10.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk.

Your Rights

The General Data Protection Regulations give you specific rights to control your data. The extent to which these rights will apply to you depends upon the reasons we are processing your data.

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected.

If you would like us to provide a copy of your information, or some of your information, to another organisation you have a right to ask us to transfer a copy. This relates to information you have provided to us that we store electronically.

In some circumstances you can ask us to stop processing your personal information, either completely, or while we consider a correction you have asked for. We may have a good reason for processing your data so we may not be able to delete our records of you. If we cannot comply with your request we will explain why.

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be [found here](#). We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100.

How to contact us

Please contact us if you have any questions about our Data Protection Policy or information we hold about you:

By emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

Consent

By completing the application form you are giving consent for us to process your personal information for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing GDPR@stalbans.gov.uk or calling the Council on 01727 866100 and speaking to HR. If you withdraw consent we will not be able to process your application

By ticking the box above to say you have read the Policy, you are agreeing to give consent for us to use your personal information as set out above.