



TONBRIDGE & MALLING BOROUGH COUNCIL ELECTORAL SERVICES
CASUAL STAFF APPLICATION FORM

FOR OFFICE USE
 Date rec'd:

Electoral Services

Thank you for expressing an interest in working with the Electoral Services team for Tonbridge & Malling Borough Council. Electoral Services work with the Electoral Registration Officer and Returning Officer to maintain the Register of Electors, and to plan and deliver all elections within Tonbridge & Malling. There are a number of roles during the year for which casual appointments are available. A brief summary of the main roles are included in this document. Please indicate which you would like to be considered for. Completing this form will allow us to hold your details to consider you for future roles, but does not automatically ensure you will be offered an appointment. Further assessment and training may be required for some roles, and in some cases, specific experience is required. Acceptance of an appointment is conditional of completing the training provided. If you would like to be removed from our database at any time, please contact us.

Please note that staff working on elections may not be identified in any way with any candidates or political parties at that election and may not take part in the activities of such candidates or the parties for which they may be standing. For the avoidance of doubt, this includes not signing any nomination papers for that election. For some roles, staff may have to forego their entitlement to a rest break as laid out in the EC Working Time Directive and Regulations (1998); this will be confirmed in the appointment and acceptance letters.

Please use BLOCK CAPITALS if completing by hand.

Surname: Initials:

Private address:

Post code:

Private telephone:

Workplace telephone:

Private email:

Workplace email:

Please tick this box if you do not wish to be contacted at work:

EMPLOYMENT RECORD

Please list the names and addresses of your present and/or previous employers (most recent first) providing the information indicated and ensuring that any breaks in employment are accounted for.

Continue on a separate sheet if necessary.

Name and address of employer	Length in employment (in years / months)	Job Title Key duties and responsibilities	Final salary	Reason for leaving

EDUCATION AND QUALIFICATIONS

Please give the names and dates of schools and further/higher education establishments attended since age 11, and the details of all public examinations passed / qualifications gained. Also include details of any qualifications gained independently through private study, correspondence, etc.

Continue on a separate sheet if necessary.

Establishment attended (state whether school, college etc.)	Qualifications gained / Examinations passed (you will be required to produce certificates for qualifications deemed to be essential to the role if appointed)

Please provide details of any other training you have undertaken that is relevant to this application including vocational and non-qualification courses.

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Please state the name of any professional bodies or institutions to which you belong together with the grades of membership and date of election or appointment.

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From time to time, casual appointments may become available for short-term work in other parts of Tonbridge & Malling Borough Council. Whilst we cannot guarantee you will be offered any such appointment we can, if you wish, pass your details to the Personnel Manager to be added to the central list of available staff. Would you like us to do this?	
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Are any of your close relatives Members of employees of Tonbridge & Malling Borough Council?	
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Have you applied for a job with Tonbridge & Malling Borough Council before?	
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If YES, when was this and what job did you apply for?	
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RELEVANT EXPERIENCE

Please provide details of electoral services experience as set out in the table below. Please also indicate for which roles you would like to be considered. When we appoint staff, we do take combinations of roles into account to try to ensure individuals do not work excessively long hours. Indicating a willingness to work using this form does not commit you at this stage.

Role	Have you worked in this role before? If yes, how many times?	When was the last time you worked in this role?	For what authority (enter 'TMBC' if Tonbridge & Malling, or the name if another authority)	Would you like to be considered for this role?
Presiding Officer Responsible for managing a polling station and the Poll Clerks working there. Polling day work, from 06:15 – 22:30.				
Poll Clerk Assist the Presiding Officer to administer the poll in a polling station. Polling day work, from 06:15 – 22:30.				
Count Assistant Count the ballot papers in each ballot box to deliver the results of the election. Either overnight, from 22:30 – 06:00 Or next-day, from 08:30 – 18:00				Overnight Next day
Postal vote issuing Working in a team to insert the correct ballot paper into each postal pack, and then check and seal. Weekdays, from 08:30 – 16:00				
Postal vote opening Open the returned postal votes following the direction of a Supervisor, counting and checking throughout. Weekdays, from 08:30 – 16:00				

If you have a preferred location to work (for polling stations and delivery duties), please write it here:
It is not always possible to provide a full choice of locations.

Have you ever been convicted of a criminal offence?

If YES, please give full details on a separate form. A criminal record is not necessarily a bar to obtaining a job offer. You need not include motoring convictions unless your driving license has been withdrawn as a result, and you need not include convictions which are "spent" under the Rehabilitation of Offenders Act, 1974. If you are applying for a job which has substantial access to children (as indicated in the job advertisement or support recruitment literature) a Criminal Records Disclosure will be requested and you will have to declare all convictions.

REFERENCES

Any offer of employment will be subject to our receipt of references satisfactory to us, normally from your present and/or most recent previous employer. Please give details below of the appropriate person we can contact for a confidential assessment of your suitability for this position. Also, please indicate at what stage of the process we may approach your referees. (Please be aware that we will be asking your referees about your attendance and sickness absence record.)

Present / Most recent employer

Name of referee	<input type="text"/>
Job title / relationship	<input type="text"/>
Company (if applicable)	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>
May we contact them now?	<input type="text"/> <i>If no, we will only contact them if you are offered a role.</i>

Second referee (preferably a previous employer)

Name of referee	<input type="text"/>
Job title / relationship	<input type="text"/>
Company (if applicable)	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>
May we contact them now?	<input type="text"/> <i>If no, we will only contact them if you are offered a role.</i>

SUPPORTING INFORMATION

Continue on a separate sheet if necessary

For all of the roles listed on this form there is a need for high levels of accuracy, good attention to detail, effective oral communication skills, and working to tight deadlines. Please explain how you meet these essential criteria and give your reasons for applying for these roles. Highlight any experience, skills or qualifications that you think may support your application and any information of which we should be aware when considering you for employment.

Please give details of any special responsibilities or achievements in your present or most recent employment that might be relevant to this application. School and college leavers should provide details of achievements during their academic careers. Those returning from a career break may wish to highlight any relevant unpaid activities that they have undertaken whilst not employed.

DECLARATION

To the best of my knowledge and belief the above statements are true and I understand that withholding or mis-stating the facts called for above may be the cause for refusal or termination of employment with the Council. I also understand that no offer of employment made to me will be binding unless confirmed in writing and that any offer will be subject to the Council's satisfaction with medical reports and references. I confirm that I am legally entitled to be employed in the United Kingdom and I know of no reason why I may not be employed by the Returning Officer for the duties outlined on this form.

Signed:

Date:

Upon completion return this form to: **Electoral Services, Tonbridge and Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ**

This authority is under a duty to protect the public funds it administers, and to this end may use the information 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.

EQUAL OPPORTUNITY RECRUITMENT MONITORING QUESTIONNAIRE

It would help us if you could take a few moments to answer the following five questions. The data will be kept securely and will only be used to assist in the monitoring of the Council's Equal Opportunities initiatives. We will ensure that this questionnaire is separated from your application form on receipt and that the information remains confidential.

Please put a cross in the appropriate boxes, like this :



Q1. What is your **sex**?

Male

Female

Q2. What is your **age group**?

up to 19

20 – 25

26 – 35

36 – 45

46 – 55

56 – 65

over 65

Q3. Do you consider yourself to have a **disability**?

Yes

No

Q4. What is your **religion or belief**?

Christian Muslim

Buddhist Sikh

Hindu Prefer not to say

Jewish None

Any other religion (please specify)

Q5. What is your **ethnic background**?

A White

British

Irish

Any other White background (please specify)

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background (please specify)

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

D Black or Black British

Caribbean

African

Any other Black background (please specify)

E Chinese or other ethnic group

Chinese

Any other (please specify)

F Prefer not to say

Your name
(first and surname)

**Please return this form with your Job Application Form.
Thank you.**

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