**Cotswold Electoral Services**

**Election Staff Application Form**

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| --- | --- |
| **Name** (\*Mr/Mrs/Miss/Ms)   |   |
| **Address**    |   |
| **Work phone number (if** **applicable)**   |   |
| **Home phone number**  |   |
| **Mobile Number**  |   |
| **Email address**  |   |
| **Date of Birth**  |   |
| **National Insurance Number**  |   |
| **CDC/Publica Department (if** **applicable)**  |   |
| **Your name as it appears on your bank account**  |  |
| **Bank account number**  |  |
| **Bank account sort code**  |  |
| **Do you have your own transport ?**  |   |
| **Do you have any previous relevant experience?**  |   |
| **If so, please give details:**  |   |
| **Which jobs would you like to be considered for?**  |   |
| **How did you hear about applying for election roles?**  |   |
| **Signed:**   | **Date:**   |

**Election Staff jobs**

# Postal vote issue and receipt

Postal vote issue usually takes place on either a Saturday about two or three weeks before the election. Postal vote opening takes place over a number of sessions in the 10 days or so before the election, including Saturdays and Election Day.

Staff can be appointed to one or more sessions.

A fee is paid for each session attended.

Training is provided at the beginning of each session.

Sessions take place at Trinity Road, Cirencester or Cotswold Leisure Centre.

# Polling stations

## Presiding Officer

* Attend training as required
* Collect the ballot box on Tuesday before Election Day
* Must be in the polling station for the whole day (7am until 10pm), arriving ½ hour before polls open
* Responsible for the conduct of the poll at the station
* Return the ballot box to delivery point

*NB: as a general rule, you must act as Poll Clerk at least twice before being appointed as a Presiding Officer*

## Poll Clerk

* Attend training as required
* Must be in the polling station for the whole day (7am until 10pm), arriving ½ hour before polls open
* Assist the presiding officer

# Verification and count

## Verification and count assistants

* Verification and count will usually take place after the close of poll at Cotswold Leisure Centre
* You will need to sort and count the ballot papers
* Training will be provided at the beginning of the evening
* Start time around 9.30 pm
* No guarantee of finish time which will be the early hours of Friday morning
* **Some Counts do take place in the day**

# Payment for work and expenses

* Mileage, parking and some telephone call expenses will be paid for which you will be asked to complete an expenses form **(Polling Station roles only)**
* Mileage is paid according to the Inland Revenue scale and is not taxable
* Payments are made by BACS to your bank account approximately 3 weeks after the election

## Current fees for elections are

Presiding Officer £250.00 - plus mileage and fees for training

Poll clerk £180.00 plus mileage and fees for training

Postal vote and verification/count roles are paid at £12.50 per hour

## The current fees for all roles are under review