



South Tyneside Council

South Tyneside Council
The Returning Officer
Town Hall
Westoe Road
South Shields
NE33 2RL

Call: 0191 424 7230

Email: elections@southtyneside.gov.uk

Web: www.southtyneside.gov.uk/elections

Local Government and Police & Crime Commissioner Elections - Thursday 6 May 2021

Thank you for expressing an interest in working on the above elections.

If you work for South Tyneside Council or South Tyneside Homes you **must** get permission from your Line Manager before you apply, if any of the days you have applied for would be your normal working day.

Please complete and return the attached application form **as soon as possible**.

If you return the form by email, you do not need to send a hard copy in the post.

We must see proof that you are eligible to work in the UK, please send a copy of your passport with your application, a member of the team will then contact you to arrange a video call to verify the photograph.

Changes to elections due to Covid:

- All training will be carried out online where possible.
- We will employ less staff on the Verification and Count to allow for social distancing.
- All staff will be provided with face masks and visors.
- Gloves, hand sanitiser, antibacterial wipes / antibacterial spray will be available for use throughout the day.

If you have any questions or need any help, please contact Melanie Cain or Julie Wood on the contact details above.

Yours sincerely,

A handwritten signature in black ink that reads "M. Cain".

Melanie Cain
Election Services Officer

ELECTIONS APPLICATION FORM - 6 May 2021

This is an application form, not an offer of a job. No one can be guaranteed a job.
If you are successful, we will write to you again.

Section 1 - Personal Details (please complete in BLOCK capitals)

Surname:	First Name:
Address:	Home Telephone:
	Mobile Telephone:
	Email:
Date of Birth:	National Insurance Number:
Are you eligible to work in the United Kingdom?	

Section 2 – Current Employment

Are you currently employed? Please give details below:	Post Title: Payroll Number: (only for South Tyneside Council employees) Work Telephone: Can we call you at work?
Please give a brief description of your current duties:	

Section 3 – Please let us know your availability

Polling Station	
Poll Clerk - Thursday 6 May 6.00am – 10:00pm	Yes/No
Poll Marshall - Thursday 6 May 6.00am – 10:00pm	Yes/No
Have you previously worked on a polling station?	Yes/No
If you have worked as a Poll Clerk at least 3 times, would you work as a Presiding Officer if a job was available?	Yes/No
If you are not available, would you like your name to remain on our staff database?	Yes/No
Have you obtained permission from your line manager? (Only if you work for South Tyneside Council or South Tyneside Homes and it would be your normal working day)	Yes/No
Verification & Count - Temple Park Centre (timings are approximate and will depend on turnout and staffing levels)	
Thursday 6 May - 9:30pm to 4.30am	Yes/No
Friday 7 May - 12 noon to 5pm	Yes/No
Have you previously worked at the verification or count?	Yes/No
Please note: Due to social distancing we have to limit the number of people within the count secure area, we will be employing fewer counting assistants and will not be appointing Count Team Leaders Assistants. If you are normally a Count Team Leaders Assistant you can still apply for another role.	

Section 4 - Further Information

Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post:

If you are related to any candidate that may be standing at this election, please give their name:

Please note: You must not sign a nomination paper, help or have been employed in any way, either for or against, any candidate, election agent or political party involved with this election.

If you are a partner of or are related to any Senior Officer or Elected Member of the Council, you must give details, including name and relationship below:

Do you work for South Tyneside Council?
Please make sure you give your payroll number in section 2.

Yes/No

Privacy Statement

We will only use the information you give us for employment purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you to anyone else or another organisation unless we have to by law.

The lawful basis to collect information is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer or Returning Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer/Returning Officer is the Data Controller. You should refer to the Privacy Notice at www.southtyneside.gov.uk/elections for further information relating to the processing of personal data.

In line with GDPR you must give us your consent to record and process the information you provide on this form. If you do not give us consent to use the information that you provide, then we will not be able to process your application.

Section 5 – Declaration

I confirm that the information given in this application form is correct and I am happy for South Tyneside Council to collect and process the information I have provided for the purpose of assessing my suitability for the post for which I am applying.

SIGNATURE:

DATE:

Please return to Elections Office, Town Hall, South Shields, NE33 2RL as soon as possible with a copy of your passport