

FOR OFFICE USE ONLY	Appointed to:
Date entered on Management:	Date entered on ESS:
	Employee No:

Personal Details

Surname	
Forename	
Title	
Date of Birth	
Nationality	
National Insurance Number	
Home Address	Postcode:
Daytime Telephone	
Mobile Telephone	
Email address (required)	
Do you have a driving licence?	Yes / No
Do you have access to a car?	Yes / No
Do you pay income tax?	Yes / No
Department (Sefton Council employees only)	

Declaration

I confirm that the above information is correct and that:

- I am eligible to work in the UK in accordance with the provisions of the Immigration Asylum and Nationality Act 2006.
- I am physically able to undertake the duties of the role(s) I am applying for.
- I am not connected to, nor will assist or be employed by any political party or candidate at the above election
- I understand that if employed I would be consenting to working in excess of the normal maximum working hours provided by the Working Time Directive.
- I do not have any criminal conviction(s) relating to Electoral Legislation?
- I agree to my details being stored on Sefton Council computer databases.

Signed		Date	
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Experience

Please indicate briefly what experience you have had (if any) in election work, for example Presiding Officer, Poll Clerk, Count Assistant, Canvasser etc:

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Polling Stations

- For jobs at polling stations, please indicate your preferred job and the area you would like to work or if known, we will try to accommodate requests where possible. Please state if you would be willing to travel.
- You will need to be available throughout the day from 6.00am to the close of poll at 10.00pm.
- Please be aware that staff appointed to work as a Presiding Officer in a polling station will have to undertake training which will be a combination of online training and via Teams unless advised otherwise. Training will also be provided to all Poll Clerks
- Presiding Officers must have their own transport and be able to return the ballot box and associated election materials to the designated count centre following the close of poll.
- Full details of training sessions will be included in your job appointment letter.

Counting of Votes

- You must be available to attend the count location from 9.00pm for an evening count and 9.00am for a daytime count.
- You will be required to stay until the Returning Officer has declared the results of the elections, this will mean working past midnight into the early hours for evening counts.

Preferred Job

- Please indicate which jobs you would like to be considered for and where:

Preferred Job	Area/Location	
Presiding Officer	Area	
Poll Clerk	Area	
Count Staff	Southport	Yes/No
	Aintree Racecourse	Yes/No
	Bootle	Yes / No

Payment

- You will be advised of the rate of pay for the job you are selected to do on your official job appointment letter.
- Payment will be made into your designated bank account on a date specified on your appointment letter (Usually 15th of the month, the month after the election has taken place).

Employment at Elections

The way the Returning Officer pays staff for working on elections has changed and we must now comply with HMRC rules. This means that staff will no longer be paid by cheque and all payments will be made direct into your bank account

From the 6 April 2014, HM Customs & Revenues (HMRC) introduced new legislation relating to the payment of electoral officers. From this date employers must submit Real Time Information (RTI) returns to the HMRC in accordance with Pay as You Earn regulations.

This means that all staff will now need to complete the enclosed New Starter Declaration/Bank Details form.

Also, further to recent changes in government legislation by the UK Border Agency, **all** staff employed at elections are required to produce evidence that they are eligible to work in the UK. Therefore, you will need to provide the following documentation if you are completing an application as copies of your original documents will need to be stored securely in the event of an inspection from the UK Border Agency:

- A passport showing the holder is a British Citizen will demonstrate you are entitled to work in the UK
- or
- A full birth certificate issued in the UK which must include the name(s) of a least one of your parents together with an official document issued by a previous employer or government agency which contains your permanent National Insurance number and your name. This could be a P45, P60, NI Card or letter from a government agency.

In order to verify that you are the named person in the document(s) you provide, you will need to present yourself together with the required document(s) as we cannot accept them from a third party on your behalf.

Important Checklist – What you need to provide to Electoral Services

1	Application Form	
2	Your Passport (see above for further information if you do not have a passport)	
3	A Completed Bank Details Form/Employee Statement (enclosed/attached)	
4	An Equal Opportunities form (enclosed/attached - Optional)	

PLEASE NOTE: that you must provide items 2, 3 and 4 when returning your acceptance form.

Workplace Pension Scheme

The Returning Officer for Sefton Council, as an employer, is now required to offer a workplace pension to everyone employed to carry out election duties. The Returning Officer has adopted NEST as our workplace pension scheme.

NEST is a straightforward pension scheme that gives you one retirement pot for life.

You can contribute to your retirement pot and you'll also get extra money from the government through tax relief, as long as you're contributing.

If we don't have your National Insurance number NEST won't be able to claim tax relief on your behalf, so please make sure you've given it to us so you don't miss out on any extra money.

If you'd like to become a member you'll need to contact us at the time of application.

You can ask to join at any time as long as you're:

working, or you ordinarily work, in the UK

aged at least 16 but under 75

not already a member of another workplace pension scheme we provide.

When you're a member of NEST you can make contributions directly to your retirement pot whenever you like. These contributions can be no less than £10. There's no duty on us to make employer contributions.

How does it work?

If you choose to join NEST, you can make contributions into your retirement pot. You'll need to contact NEST to arrange your contributions directly with them.

Getting more information

If you'd like to know more about NEST you can visit their website at www.nestpensions.org.uk or search online for NEST pensions.

NEST's contact details:

NEST
Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

Online live help: nestpensions.org.uk/livehelp

Member enquiries: **0300 020 0090**

You can find out more about pensions and being a member of NEST by visiting their website at www.nestpensions.org.uk or search online for NEST pensions.

You can also get general information on pensions and saving for later life from Directgov at www.direct.gov.uk/workplacepension



Starter checklist

Tell your employer of your
circumstances so that you do not pay too
much or too little tax

Do not send this form to HM Revenue and Customs (HMRC)

Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them).

You should also fill in this form if you have a student loan (whether or not you've a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

Employee's personal details

1 Last name

2 First names
Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

3 What is your sex?
As shown on your birth certificate or gender recognition certificate
Male Female

4 Date of birth DD MM YYYY

5 Home address

Postcode

Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

Continue on the next page

Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

- 8 Do you have another job?**
- Yes Put an 'X' in the statement C box
- No Go to question 9

- 9 Do you receive payments from a State, workplace or private pension?**
- Yes Put 'X' in the statement C box
- No Go to question 10

- 10 Since 6 April have you received payments from:**
- another job which has ended
 - or any of the following taxable benefits
 - Jobseeker's Allowance (JSA)
 - Employment and Support Allowance (ESA)
 - Incapacity Benefit
- Yes Put an 'X' in the statement B box below
- No Put an 'X' in the statement A box below

For more information about tax codes, go to www.gov.uk/tax-codes

Statement A <input type="checkbox"/>	Statement B <input type="checkbox"/>	Statement C <input type="checkbox"/>
Current personal allowance	Current personal allowance on a Week 1/Month 1 basis	Tax CodeBR
<p>Key</p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Key</p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Key</p> <p>I have another job and/or I am in receipt of a State, workplace or private pension.</p>
<p>Key</p> <p>Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.</p> <p>Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.</p> <p>Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011.</p> <p>State Pension is a pension paid when you reach State Pension age.</p> <p>Workplace pension is a pension which was arranged by your employer and is being paid to you.</p> <p>Private pension is a pension arranged by you and is being paid to you.</p> <p>Please note that no other Government or HMRC paid benefits need to be considered when completing this form.</p>		

Continue on the next page

Student loans

11 Do you have a student or postgraduate loan?

Yes Go to question 12

No Go straight to the Declaration

12 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes Go straight to Declaration

No Go to question 13

13 To avoid repaying more than you need to, tick the correct student loan or loans that you have – use the guidance on the right to help you.

Please tick all that apply

Plan 1

Plan 2

Plan 4

Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one,

go to www.gov.uk/guidance/special-rules-for-student-loans

You have Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

You have Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

You have Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

You have a postgraduate loan if any of the following apply:

- you lived in England and started your postgraduate master's course on or after 1 August 2016
- you lived in Wales and started your postgraduate master's course on or after 1 August 2017
- you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018

Declaration

I confirm that the information I've given on this form is correct.

Full name Use capital letters

Signature

Date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax. Do not send this form to

HMRC.

Employer guidance

For information on how to work out your new employee's tax code, go to www.gov.uk/new-employee-tax-code

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

- Statement A – use the current personal allowance
- Statement B – use the current personal allowance on a 'week 1/month 1' basis
- Statement C – use tax code BR

CONFIDENTIAL – Bank Details Form/Employee Declaration

Please note this form cannot be processed unless signed & dated

Complete all sections. It is the responsibility of the employee to provide correct information

I request that arrangements be made for the amount of pay due to me to be credited to my bank account, particulars of which I have given below:

Full Name									
National Insurance Number									
Date of Birth	Day		Month		Year				
Email Address									
Name of Bank/Building Society									
Address of Bank/Building Society								Post Code	
Account Name									
Sort Code			--			--			
Account Number									
Building Society Roll Number									

Signed		Date	
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EQUAL OPPORTUNITIES RECRUITMENT FORM

In order to assist in monitoring the effectiveness of the Sefton Council's Equal Opportunities Policy, please give the following information:

Post Applied for: **Election Staff**

GENDER (Please delete as appropriate)

AGE

MALE / FEMALE

DATE OF BIRTH:

RACE - WHAT BEST DESCRIBES YOUR ETHNIC ORIGIN? (Place x in relevant box)

A White

- British
- Irish

Any other White background please write below

.....
...

B Mixed

- White and Black - Caribbean
- White and Black African
- White and Asian

Any other Mixed background please write below

.....

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

Any other Asian background please write below

.....

D Black or Black British

- Caribbean
- African

Any other Black background please write in below

.....

E Chinese or another ethnic group

- Chinese
- Vietnamese

Any other please write below

.....

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES / NO

IF YES, PLEASE PROVIDE DETAILS OF THE NATURE OF YOUR DISABILITY:

WHAT IS YOUR RELIGION/BELIEF?

BUDDHIST / CHRISTIAN / HINDU / JEWISH / MUSLIM / SIKH / NO RELIGION / ANY OTHER RELIGION OR BELIEF / DO NOT WISH TO DISCLOSE

HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?

BISEXUAL / GAY / LESBIAN / HETEROSEXUAL / OTHER / DO NOT WISH TO DISCLOSE

IS YOUR GENDER IDENTITY OPPOSITE TO THAT ASSIGNED AT BIRTH? YES NO

Privacy statement –

We will only use the information you give to us for the purposes of employing you. We will look after your personal information securely and follow the data protection legislation. We will not give personal information about you to anyone else or another organisation unless we are required to do so by law. Should you not be appointed on this occasion please indicate whether you wish to remain on our database to be contacted regarding employment opportunities in the future - **YES/ NO**