

**Electoral Services**  
 Royal Borough of Kingston upon Thames  
 Guildhall  
 Kingston upon Thames  
 KT1 1EU

Telephone: 020 8547 5026  
 Email: electoral.services@rbk.kingston.gov.uk



## Mayor of London and Greater London Assembly elections - Recruitment Form

You should only use this application form if you have **NOT** worked for Electoral Services before. Staff who have worked for Electoral Services previously have been sent an application form with pre-printed details and should use that form to apply for any positions they wish to be considered for.

If you have any further queries then please telephone 020 8547 5026.

<b>Last Name</b>						
<b>First Name(s)</b>						
<b>Title</b>	<b>Mr Mrs Ms Miss</b>				<b>Other</b>	
<b>Home Address</b>						<b>Post Code</b>
<b>Home Telephone</b>				<b>Mobile Telephone</b>		
<b>Email</b>						
<b>Date of Birth</b>	<b>DD</b>	<b>MM</b>	<b>YY</b>	<b>National Insurance No.</b>		

**If you are an RBK employee**

<b>Directorate</b>			<b>Section</b>	
<b>Work Address</b>				<b>Post Code</b>
<b>Email Address</b>			<b>Telephone No.</b>	
<b>Pay Number</b>				

## Current Vacancies:

Indicate which vacancies you wish to be considered for by ticking the appropriate boxes. (Please read the accompanying job descriptions before completing this recruitment form).

**Poll Clerk** (Thursday 3 May – approx. 6:15am to 10:30pm)

Poll Clerk applicants – please confirm you are available to attend a training session between Wednesday 21 March and Thursday 5 April (dates to be confirmed)

Yes  No

**Opening of Postal Votes** (Dates as below approx. 9.30am onwards)  
Tick all that apply. Please be aware that sessions may be cancelled.

Monday 23 April	<input type="checkbox"/>	Monday 30 April	<input type="checkbox"/>
Tuesday 24 April	<input type="checkbox"/>	Tuesday 1 May	<input type="checkbox"/>
Wednesday 25 April	<input type="checkbox"/>	Wednesday 2 May	<input type="checkbox"/>
Thursday 26 April	<input type="checkbox"/>	Thursday 3 May	<input type="checkbox"/>
Friday 27 April	<input type="checkbox"/>		

**Do you drive?** Yes  No

**Do you have access to a car?** Yes  No

## Previous Electoral Experience

Have you previously worked for another local authority on election duties?

Yes  No

If so, which local authority .....

Which role?	Presiding Officer	<input type="checkbox"/>
	Poll Clerk	<input type="checkbox"/>
	Issue of Postal Votes	<input type="checkbox"/>
	Opening of Postal Votes	<input type="checkbox"/>
	Count Assistant	<input type="checkbox"/>

*We reserve the right to contact other Returning Officers/Electoral Services departments and the Association of Electoral Administrators regarding any previous employment you may have had. Equally, your details may be shared with other Returning Officers/Electoral Services departments and the Association of Electoral Administrators.*

Note: any person employed by the Returning Officer for election duties (including those working as poll clerks, presiding officers, on the issue and opening of postal votes or on the verification and count of ballot papers) must read and abide by the Secrecy of Proceedings at Elections which is taken from the Representation of the People Act 1983. In addition to maintaining the secrecy of the ballot at all times, those working for the Returning Officer must not:

- Stand as a candidate at the election
- Work (either paid or voluntary) for any political party or candidate standing at the election
- Sign the nomination paper of any candidate(s)

**Any person acting in contravention of this section of the Act shall be liable on summary conviction to a fine of up to £5000 or imprisonment of up to six months.**

### **Declaration**

I confirm that all the information provided on this form is correct and that I am entitled to work in the United Kingdom(\*) and I am not standing as a candidate or working (either voluntarily or paid work) for any candidate or political party at the Mayor of London and Greater London Assembly elections (or any other election taking place) on 3 May 2012.

Signature

Date

Note: If you are returning this form via email you will be required to sign and date a copy before commencing employment.

(\*)If you are not a council employee you will be required to provide proof of your eligibility to work before commencing employment.

Return this form no later than **NOON ON FRIDAY 3 FEBRUARY 2012**. Applications received after this date will not be considered. If you have not heard from us by **Monday 27 February** then your application has been unsuccessful.

All information provided on this form will be confidential and will not be used for any purpose other than recruitment.