

# Application for the position of Polling Assistant

## NOTES FOR GUIDANCE

1. You must be aged 18 or over to work at a polling station. There is no upper age limit.
2. If your application is successful, your name will be added to the pool of people from which we select staff to work at polling places. We will select staff for each election from this pool but sometimes we may have more staff than positions available, so we cannot guarantee that you will be offered a post at any specific election.
3. We will try to place you at a polling place near to your home, but please be aware that this is not always possible and you may be asked to work at any polling place in Edinburgh.
4. The hours of work on polling day are 06.15am to approximately 10.30pm.
5. The fee payable for the job of Polling Assistant at the time of the 2017 UK Parliamentary General Election is £183.75 This figure includes an allowance for attending a mandatory training session.
6. If you are offered a job, you will be required to attend training. Training sessions for staff working at the UK Parliamentary General Election will take place between Monday 22 May 2017 and Saturday 03 June 2017. If you cannot /do not attend this training, you will NOT be permitted to work at the election.
7. If we are unable to appoint you to a job at a polling place straight away, we may ask you to be a Day of Poll Reserve. This means you will be on Standby to step in to fill a vacancy at a polling place. You may be appointed to a polling place in advance of polling day, but be aware you may be called up at very short notice (i.e. on the morning of the poll). Reserves are paid a fee of £77.50 for being "on standby", but if you are called upon to work, you will instead receive the full Polling Assistant fee. If you agree to act as a Reserve, you will still be required to attend training.
8. **If you are eligible to vote in this election and are assigned to work at a different polling place from the one where you are registered to vote, you will not be able to cast your own vote in person. Please contact your local Electoral Registration Office to arrange a postal vote before 23<sup>rd</sup> May.** If you live in Edinburgh or the Lothians, telephone the ERO on 0131 344 2500 to request a form to vote by post, or download the form from the ERO website [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk).

### Filling in the application form

1. We may need to scan your form, so if you are filling it in by hand, please use BLACK ink.
2. Please use block capitals when entering your name and address.
3. We may need to contact you with important information about your appointment, so please provide a mobile phone number and email address that you use on a regular basis.

# Elections

## Edinburgh 2017

### Application for the position of Polling Assistant

Please read the instructions carefully and complete all sections of this form in black ink.

Your Personal Details										
Title		Surname								
Forename(s)					Date of Birth <i>dd/mm/yy</i>					
Address 1										
Address 2										
City /Town					Postcode					
Mobile phone no.*					Daytime phone no					
National Insurance Number										
Email Address*										

Under the terms of the Immigration, Asylum and Nationality Act 2006, only individuals who have a right to work in the United Kingdom are eligible for public appointments, including appointments made by the Returning Officer for elections. *You will be required to provide proof of your eligibility prior to appointment.*

Are you eligible to work in the United Kingdom? Yes  No

The Returning Officer is not permitted to employ anyone who has campaigned on behalf of any political party or candidate in the current election. You will be asked to confirm that you have not been involved in campaign activity every time you apply to work at an election.

I confirm that I have not taken part in a campaign on behalf of a political party or candidate standing in the UK Parliamentary General Election. Yes  No

Do you have access to transport to enable you to get to a polling station for 6.15am in the morning and home from the polling station at 10.30 at night? Yes  No

I would be prepared to act as a Reserve polling assistant and understand this may mean travelling to any polling place across Edinburgh Yes  No

Previous Polling experience; If you have worked in elections before, please tell us what you did, when and where.

	<b>TICK</b>	
Presiding Officer		

Polling Clerk		
Information Assistant		

**Please read the information about the role carefully before completing this section**

1. Please give brief examples of when you have demonstrated customer service skills relevant to this role.

2. This role requires that you are able to follow and apply procedures correctly, accurately and consistently throughout the day. Please give brief examples of when you have demonstrated the ability to do this.

3. Briefly describe any skills, abilities and experience which you possess which you feel are relevant to the post. e.g. language skills

I confirm the information provided above is accurate and complete.

Signature

Date:

Please return your completed application form, and Equal Opportunities monitoring form by email to: [electionsrecruitment@edinburgh.gov.uk](mailto:electionsrecruitment@edinburgh.gov.uk). Please put **Polling Application** in the subject line. Alternatively you may post your application to Elections Office, City of Edinburgh Council, Room 9.48, City Chambers, 249 High Street, Edinburgh, EH1 1YJ

# Equal Opportunities Form

The Returning Officer will ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic origin, marital status, disability, sexuality, age, religious belief, political belief, and trade union activity, responsibility for dependants, employment status or HIV status.

Please complete this form and return it with the main application form to assist the Returning Officer in monitoring its Recruitment and Selection process.

**This form is not made available to those involved in short listing or conducting the interview.**

Ethnic Group:	Asian Bangladeshi	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
	Asian Chinese	<input type="checkbox"/>	Black African	<input type="checkbox"/>	White English	<input type="checkbox"/>
	Asian Indian	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>
	Asian Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
	Asian Pakistani	<input type="checkbox"/>			White Other	<input type="checkbox"/>
	Other Ethnic Background	<input type="checkbox"/>			White Welsh	<input type="checkbox"/>

**Disability** The Disability Discrimination Act (1995) defines a disabled person as someone with 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 such a disability?

Yes   
No

Age Band	Under 21	<input type="checkbox"/>	41 – 50	<input type="checkbox"/>
	Over 25	<input type="checkbox"/>	51 – 60	<input type="checkbox"/>
	25 - 30	<input type="checkbox"/>	61 – 70	<input type="checkbox"/>
	31 – 40	<input type="checkbox"/>	71- 80	<input type="checkbox"/>
			81 - 90	<input type="checkbox"/>

Gender	Male	<input type="checkbox"/>
	Female	<input type="checkbox"/>
	Transgender	<input type="checkbox"/>

Signature

Date:

# Elections Edinburgh

## Job Profile: Polling Assistant

### PURPOSE OF THE JOB:

Polling Assistants assist the Presiding Officer in the conduct of the ballot in polling stations. They assist in the issue of ballot papers to voters, mark the electoral register and assist in the accurate completion of paperwork. They are responsible for ensuring the integrity and secrecy of the vote and must apply voting procedures exactly as set out in the Handbook for Polling Station Staff.

### Before the polling day you will be required to:

- Attend a training session at the City Chambers. **The sessions will last 2 hours** (approx). Your fee for working as a Polling Assistant, which is taxable, will include an allowance for attending the training session. If you do not attend, you cannot be employed to work at the election.
- Have read and understood the *Handbook for Polling Station Staff* that will be issued to you.

### MAJOR TASKS/JOB ACTIVITIES:

- Polling Assistant will be required to be at their polling place from 6.15am until 10.30pm (approx) or until the ballot box has been collected.
- Comply with the instructions of the Presiding Officer and Local Returning Officer
- Assist with the opening and closing of the station
- Be polite and professional when dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers
- Act impartially at all times
- Check that electors are eligible to vote in the election and at this polling station
- Check and mark voters' elector numbers
- Assist with completing and checking of the Ballot Paper Account at close of poll.
- Assist with the dismantling of the polling station, if required
- Meet and greet electors in a polite and professional manner
- Direct electors to the correct polling station
- Assist electors who may have disabilities or language difficulties
- Assist electors with any questions that they may have
- Monitor and assist in the management of any queue of voters outside the polling station
- Ensure that all the signs and notices are clear, visible and remain in place throughout the day

You will be working a 16.25 hour day, so you must provide your own refreshments and take appropriate breaks, as agreed with Presiding Officer, throughout the day to avoid tiredness. Please note that you will not be able to leave the Polling Station at any time.

	<b>Essential</b>	<b>Desirable</b>
Experience	None	An understanding of the election process  Previous election experience
Knowledge, Skills and Understanding	<p>Able to communication effectively with a wide range of people within the community</p> <p>Commitment to the provision of excellent customer care for all voters</p> <p>Able to work as part of a team</p> <p>Punctual and reliable</p> <p>Attention to detail</p> <p>Able to read and apply procedures consistently.</p> <p>Must be able to complete forms neatly, some forms require the application of simple addition and subtraction.</p>	
Other	<p>You cannot be employed to work in a polling station if you have been employed or have volunteered to work as part of political campaign for a specific party. If in doubt, please ask the election office for guidance.</p> <p>Be able to either sit or stand for long periods of time.</p>	Able to lift polling ballot boxes etc.