WOKINGHAM BOROUGH COUNCIL ELECTION STAFF APPLICATION FORM

Please complete in **BLOCK CAPITALS**	
Full Name:	
Address:	Email:
Home Telephone:	Mobile:
National Insurance Number:	Date Of Birth:

Are you an employee of Wokingham Borough Council? If so which department, do you work in?	Yes ☐ No ☐
Are you eligible to work in the UK? *(you may be asked to provide documentary evidence)*	Yes ☐ No ☐
Do you hold a full, clean driving licence and have use of a car? (This is relevant to *some* election roles)	Yes ☐ No ☐

How did you hear about us? *If it was through a friend, or Council staff member, please also give their name:*

Have you previously carried out this type of work?	Yes ☐ No ☐ *If yes, please tell us about the role:*

DECLARATION:

I confirm that the above information is correct and that:

- I have no criminal convictions in relation to Electoral Legislation
- I will not be employed by any candidate or political party at this election (paid or unpaid)

We will contact you about providing your right to work documents before we can offer you employment.

Signed …… Date …….

Please note:
Your application is a registration of your interest <u>only</u>. You are not guaranteed an appointment, and we cannot guarantee the availability of positions in specific areas, or on specific dates/times. This will be clarified if and when we contact you, which may be at short notice. Due to the large volume of applications we receive, we cannot write to applicants who are unsuccessful, but your details may be held on our staff database in case a suitable vacancy arises at short notice or at future elections.

PLEASE ALSO COMPLETE PAGE 2

WOKINGHAM BOROUGH COUNCIL ELECTION STAFF APPLICATION FORM (PAGE 2)

Name: _____

WHICH POSITION(S) WOULD YOU LIKE TO APPLY FOR?

Information about positions can be found at: Working at elections (wokingham.gov.uk).
All staff will be employed by the Wokingham Returning Officer.

Please tick ALL the positions you would like to apply for.

		✓
POSTAL VOTE OPENING CLERK	Postal Vote opening sessions taking place throughout the two weeks prior to election day will take place at the Civic Offices, Shute End. The final session takes place at Loddon Valley Leisure Centre on election day. You are not expected to work at all sessions and will be contacted about your availability.	
COUNT RUNNER	You will work at the count venue at Loddon Valley Leisure Centre on the evening of election day. You will be required to stay until receipt of all ballot boxes, counting of unused ballot papers and sorting of all polling station equipment is completed.	
COUNT ASSISTANT	You will work at the count venue at Loddon Valley Leisure Centre and will be required to stay until the count has finished and results are announced. We cannot provide an anticipated finish time.	
CAR PARK ATTENDANT	You will be contacted about your availability and preferred location of employment, which will be at a polling station or at the count venue.	
POLL CLERK	You will work at one of the locations (below) on election day, from 6.15am until 10.15pm.	
PRESIDING OFFICER	You will work at one of the locations (below) on election day, from 6.15am until 10.15pm and then transport the ballot box and associated paperwork to the Count Venue. You need to have previously worked as a Poll Clerk on at least two occasions and have a basic understanding of the election process.	
If you are applying for a PRESIDING OFFICER or POLL CLERK role, please tick, in order preference (1,2,3…) your preferred work location(s) below, to advise where you would be able to work in on election day.		**1,2,3…**
Barkham & Arborfield	Arborfield Green Community Centre, Arborfield Village Hall, Barkham Village Hall	
Bulmershe & Coronation	Coronation Hall, St John's Church Centre, Woodford Park Leisure Centre	
Emmbrook	Emmbrook Village Hall, St Paul`s Parish Rooms	
Evendons	Civic Offices, Woosehill Community Church	
Finchampstead	California Ratepayers Hall, F.B.C. Centre, Finchampstead Sports Pavilion	
Hawkedon	Earley Crescent Resource Centre, Maiden Place Community Centre	
Hillside	Lower Earley Library, Radstock Community Centre	
Loddon	Woodley Airfield Youth & Community Centre, Woodley Baptist Church Centre	
Maiden Erlegh & Whitegates	Earley Home Guard, Earley St. Peter`s Church Hall, St Nicolas Church Hall	
Norreys	Norreys Evangelical Church, Wokingham Methodist Church Hall	
Shinfield	School Green Centre, Shinfield Players` Theatre	
South Lake	Christ Church Hall, Emmanuel Church Centre, St James` Church Centre	
Spencers Wood & Swallowfield	Riseley Memorial Hall, Spencers Wood Pavilion, Swallowfield Parish Hall, The Victory Hall, Three Mile Cross Church Centre	
Thames	Beech Lodge, Charvil Village Hall, Crazies Hill Village Hall, Remenham Village Hall, Wargrave Pavilion	
Twyford, Ruscombe & Hurst	Hurst Village Hall, Loddon Hall, Stanlake Pavilion	
Wescott	Salvation Army Hall, St Crispins Sports Centre	
Winnersh	St Mary`s Church Hall, Winnersh Community Centre	
Wokingham Without	St Sebastian`s Memorial Hall	

We also recruit for staff who can work during the Annual Canvass which usually takes place between July and November each year. **Please tick below if you would like to apply for this role.**

		✓
CANVASSER	You will be visiting addresses across Wokingham Borough area. You will be contacted about your availability.	