



# **ELECTORAL OFFICE FOR NORTHERN IRELAND**

## **APPLICANT INFORMATION**

### **Election Staff** (Casual Poll/Count Reserve Pool)

**EONI is an equal opportunities employer and welcome applications from all Section 75 groups regardless of age, disability, ethnicity, gender, marital status, people with or without dependants, political opinion, religion or sexual orientation.**



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**Please note:** Only fully completed and legible application forms will be processed. You are not guaranteed appointment. Due to the high volume of applications we receive we do not acknowledge applications but, where processed, your details will be held on our staff database for you to be contacted should a suitable vacancy arise at future elections.

## INTRODUCTION

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The arrangements for electoral administration in Northern Ireland (NI) are different from elsewhere in the UK. The system in NI is administered centrally by the Chief Electoral Officer (CEO) who is a statutory office holder independent of Government. He is assisted by the staff of the Electoral Office for Northern Ireland (EONI), the administrative structure that supports him in the discharge of his duties.

EONI employs approximately 4,500 temporary staff to conduct polling day and for the counting of votes. Without the assistance of the temporary staff employed we would not be able to run elections successfully.

The Electoral Register is a list of the names and addresses of all those eligible to vote. EONI prepares, publishes and maintains the Electoral Register.

Further information about EONI can be obtained on our website at [www.eoni.org.uk](http://www.eoni.org.uk)

## BACKGROUND

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There are approximately 600 polling places consisting of approx 1,300 polling stations (ballot boxes) throughout Northern Ireland. Polling stations are open to voters from 7.00am to 10.00pm. Poll staff are responsible for setting up and opening the polling station on time and managing the polling station throughout the day. After the close of poll the polling station returns and ballot boxes are taken to count centres across NI.

EONI wishes to expand their current list of reserve staff to ensure a sufficient number of staff are available to work on a temporary basis. If you are employed during an election, we will endeavour to appoint you to a polling station within the constituency of your home electoral area, although this is not guaranteed. (List of constituencies on Page 6.) Count staff are appointed to a venue within a reasonable travelling distance.

We may contact you at short notice as vacancies can arise at the last minute.

## FURTHER INFORMATION

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### Poll Staff

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The gross fee for a Poll Clerk is £300 which includes working and travelling to and from your polling station (eg 6 am to 11 pm) and online training in advance of polling day.

**Please note:** gross fee refers to the payment before the deduction of income tax if applicable.

The Poll Clerk position therefore requires you to work at least 16 hours and the key responsibilities of poll staff are to:

- assist with the setup and layout of the polling station in preparation for the opening;
- write the correct ward and elector number on the Corresponding Number list (CNL) against the ballot paper number to be issued;
- ensure only one ballot paper is removed from the ballot book for issue;
- provide cover for the Presiding Officer when required;
- maintain the secrecy of the ballot at all times;
- answer voters' queries in an impartial, friendly and businesslike manner;
- clear and tidy the polling station area as instructed by the Presiding officer;
- carry out any other polling station duties as required.

### Count Staff

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The gross fee for a Count Assistant is £15 per hour (£30 for overnight counts) or part thereof. This fee is inclusive of travel and subsistence.

Count assistants normally work in teams, as designated by EONI. You will report to a Supervisor and may verify, sort, move or count ballot papers in accordance with instructions, or be offered other assistant roles eg admissions, ballot box assistant or runner. The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. **You must be prepared to stay as long as it takes.** If the Count takes place immediately after the close of poll, you may work late into the evening and potentially into the early hours of the morning. You will be given adequate breaks.

### Personal Attributes

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- Good communication skills and ability to follow strict instructions;
- Good personal presentation and commitment to customer care;
- Good administration/organisational skills and attention to detail;
- Punctual and reliable;
- Work effectively as part of a team.
- Adherence to the Requirement of Secrecy
- Contribute to the effective discharge of Section 75 duties in line with Equality Scheme

Please see details below of the constituency you may be assigned to work as a poll clerk, should a vacancy arise, depending on where you live ie home address postcode, although this isn't guaranteed. Staff can also apply for a postal vote if they are working on polling day and are not eligible to vote in the polling station which they are working.

CONSTITUENCY	POSTCODE AREAS COVERED
FOYLE EAST LONDONDERRY	BT47 BT48 BT49 BT51 BT52 BT55 BT56 Part BT57
NORTH ANTRIM MID ULSTER	BT42 BT43 BT44 BT45 BT46 BT51 BT53 BT54 BT57 BT70 BT71 BT79 BT80
EAST ANTRIM / SOUTH ANTRIM BELFAST NORTH	BT36 BT37 BT38 BT39 BT29 BT40 BT41 BT42 BT44 BT13 BT14 BT15
WEST TYRONE FERMANAGH & SOUTH TYRONE	BT68 BT69 BT70 BT71 BT74 BT75 BT76 BT77 BT78 BT79 BT81 BT82 BT90 BT92 BT93 BT94
UPPER BANN NEWRY & ARMAGH SOUTH DOWN LAGAN VALLEY	BT32 BT62 – BT66 BT35 BT60 – BT61 BT24 BT30 – BT34 BT17 BT25 – BT28 BT67
STRANGFORD/ NORTH DOWN BELFAST EAST	BT3 BT4 BT5 BT6, BT16 BT18 BT19 BT20 BT21 BT22 BT23 BT24 BT30
BELFAST WEST BELFAST SOUTH	BT7 BT8 BT9 BT10, BT11 BT12 Part of: BT1 BT2 BT6, BT13 BT14 BT17

### Requirements of the position

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1. All staff will be required to maintain secrecy and must not stand as a candidate at the election; work (either paid or voluntary) for any political party or candidate, or sign the nomination paper of any candidate(s).
2. Staff must not have been convicted of an offence under electoral law.
3. Mobility - You may, at the EONI's discretion, be required to change your place of work at short notice for operational reasons, within a reasonable travelling distance.

## **Submitting your application**

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The application form is designed to ensure that applicants provide the necessary information requirement for the post.

- Applicants must not reformat electronic application forms.
- CVs, letters, additional pages or supplementary material will not be accepted.
- EONI will not accept illegible or incomplete application forms or any application where we are asked to pay any shortfall in postage.
- EONI monitors applications for employment in term of community background, sex, disability and race. This information is regarded as part of your application and failure to fully complete and return this part of the application will result in disqualification.
- EONI reserves the right to consider for employment only those who appear from the information supplied to be the best suited, particular in light of resources available.

## **Equal Opportunity Monitoring Form**

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Please note, this form is regarded as part of any application and failure to complete and return it will result in disqualification.

The Electoral Office for NI is an Equal Opportunities Employer.

**For information on how we process and manage your personal data please visit [www.eoni.org.uk/Utility/About-EONI](http://www.eoni.org.uk/Utility/About-EONI) to access EONI's Privacy Notices.**

## **CONFLICT OF INTEREST**

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Applicants must declare personal interests where there is, or could be perceived to be, a conflict of interest between their duties as employee and their membership of a particular organisation. Applicants must not be a member of any organisation or society which might be construed as a potential conflict of interest or have any employment background, or personal connections, current or previous, which if you were appointed might give rise to public speculation including:

- Obtained office as a MP, MEP, member of the Assembly, local Councillor or other political office.
- Stood as a candidate for one of the above offices.
- Spoken on behalf of a party or candidate.
- Acted as a political agent.
- Held office such as Chair, Treasurer or Secretary of a local branch of a party.
- Canvassed on behalf of a party/candidate or helped at elections.

- Work (either paid or voluntary) for any political party or candidate, or sign the nomination paper of any candidate(s).
- Applicants must not have been convicted of an offence under electoral law.
- Undertaken any other political activity which may be considered relevant.

## PRE-EMPLOYMENT CHECKS

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### Nationality requirements

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EONI must ensure that you are legally entitled to work in the United Kingdom. You will need to provide identification documents to satisfy the Nationality, Right to Work and security requirements of the post. You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (iv) Relevant EEA or Turkish nationals working in the Civil Service; or
- (v) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vi) Certain family members of the relevant EA & Turkish nationals.

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ['share code'](#) here.

Category v - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ['share code'](#) here. You are also required to provide your payroll number in

the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service.

Category vi - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be requested.

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

\*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only

- (i) A UK national; or
- (ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

For further guidance on nationality requirements and advice on entitlement to work may be obtained from the Home Office website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).



## Right to work

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It is EONI policy that all staff produce sufficient documentation to satisfy nationality and identity requirements. You will therefore be required to provide proof of ID and right to work before we can process your application eg:

- A valid UK or Irish passport OR
- A document verifying their permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND their birth certificate which includes the names of their parents (long version).
- Other acceptable documents are listed on [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk). (\*\* Note: a Driving Licence is not an acceptable document\*\*)

EONI need to have a copy of your ID/passport or other proof of eligibility to work in the UK **returned with your application** in order to progress your application.

## Personal circumstances

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Applicants must ensure that EONI is informed immediately of any changes in personal circumstances e.g. change of address, availability, conviction.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

EONI follows NICS Ex-Offenders Guidance. This information is available upon request.

**THIS APPLICANT INFORMATION DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT**

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**Copies in alternative formats can also be made available on request.**