



APPLICATION FORM

Election Staff

(Casual Poll / Count Reserve Pool)

The Electoral Office for NI is continually expanding their current list of casual staff to ensure a sufficient number of staff are available to work at polling stations and count venues.

If you are interested in joining our reserve list, please indicate your preferred role(s) by ticking the appropriate box(es) below:

Poll Clerk: ☐

Count Assistant: ☐

Please ensure you enclose the following or we will be unable to process your application:

- ✓ completed application form
- ✓ completed monitoring form
- ✓ completed bank details form
- ✓ copy of proof of eligibility to work in the UK (see page 4)

The Electoral Office for Northern Ireland is an Equal Opportunities Employer

Personal Details

Title

Forename(s)

Surname

Address

Town

Postcode

National Insurance
Number

Nationality

Country of Birth

Contact Details – You **MUST** provide a mobile number and email as this is how we will communicate with you.

Email address

Mobile number

Telephone number
(Home/Work)

Have you previously worked for us? (If yes, please provide further details below).

YES:

☐

NO:

☐

Conflict of Interest

(a) Are you a member of any organisations/societies which might be construed as a potential conflict of interest?

Yes ☐ No ☐

(b) Public confidence: Is there any other information, employment background, or personal connections, current or previous, which if you were appointed might give rise to public speculation?

Yes ☐ No ☐

(c) Please indicate which of the following activities you have undertaken during the past five years by ticking all relevant boxes and by providing details of your involvement. If you have been or are an Independent, or have sought or obtained office as a representative of a particular interest group, you should state this.

- ☐ 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 or helped at elections.
- ☐ Undertaken any other political activity which you consider relevant.

If you answered yes to (a) or (b) above, or ticked a box at (c) – please provide further details:

Have you any criminal convictions in relation to electoral law?

YES: ☐

NO: ☐

Right to Work and Nationality Requirements

EONI requires proof your eligibility to work in the UK:

Are you a British or Irish Citizen? YES: ☐ Refer to Section A

NO: ☐ Refer to Section B

SECTION A:

If you are a British or Irish citizen you must supply **either** a) **or** b) as follows:

a) British passport, or an Irish passport or passport card (current or expired)

OR

b) UK or Irish birth or adoption certificate AND an official letter or document issued by a government agency or previous employer giving your National Insurance number and name.

For guidance on acceptable documents if you do not have either of the above combinations please visit www.gov.uk/prove-right-to-work/using-immigration-documents.

SECTION B:

If you are not a British or Irish citizen, you must supply **either** 1) **or** 2) as follows:

1) Share code - you can [get a share code online](#) and enter below:

OR

2) Your [eligible immigration documents](#) - some of these can be:

- a current passport with a Home Office 'endorsement' in it
- an immigration status document
- an application registration card

If you prove your right to work with an eligible immigration document, you may need to supply additional evidence.

Note: You can send copies with your application and show originals before you work.

Further details can be found at www.gov.uk/prove-right-to-work

DECLARATION

- A) I have read and understood the information provided in the Applicant Information Booklet.
- B) I undertake to inform EONI in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.
- C) I confirm I am aged 16+ (over compulsory school age)
- D) I have no criminal convictions in relation to electoral law
- E) I am eligible to work in the UK.
- F) I have not been and will not be employed by any candidate or political party in either a paid or a voluntary capacity
- G) The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification as well as being referred to the police for investigation of fraud
- H) I understand I may be contacted and invited to complete an electoral registration form, which may enable me to obtain a certificate of employment, where eligible, to vote at the polling station in which I may be employed during elections.

I consent to the processing and retention of my personal data for the purposes of working for EONI and to enable me to form part of any reserve staff pool for further work, where required. I consent to the sharing of my contact information to allow communication with our support services eg training, and with other EONI staff where required to carry out our functions.

Signed:

Date:

Application and supporting document(s) should be returned by email or posted to:

recruitment@eoni.org.uk

Business Support Unit
Electoral Office for NI
Colby House
Stranmillis Court
Belfast BT9 5TA

If you have any queries or require this application in an alternative accessible format, please contact the HR Section by telephoning 02890 446680.

Office Use only:

Pre-processing

- Check fully completed with supporting documentation inc RTW proof
- COI declared – refer to Head BSU
- Requirement - Mobile Number / Email address

Assigned on IDOX:

- Contact details
- Home Electoral Area added & Preferred Role inc area & location
- DRN Linked OR ITR link emailed
- Mon / Bank Details input
- RTW documentation input

EQUAL OPPORTUNITIES MONITORING

(Return with your application form)

PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION

Monitoring is carried out to ensure that our equal opportunity policy is effectively implemented. This information will be used only for monitoring the effectiveness of the Electoral Office for Northern Ireland's equal opportunities policy and to comply with obligations under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998. It will not play a part in the appointment process and will be treated in the strictest confidence.

Gender

Please tick one box:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
------	--------------------------	--------	--------------------------

National Insurance Number

Please provide your National Insurance Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Age

Please give your date of birth:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Marital Status

Please indicate your marital status by ticking one box below:

Single, that is never married or in a civil partnership	<input type="checkbox"/>
Married/co-habiting	<input type="checkbox"/>
In a civil partnership	<input type="checkbox"/>
Divorced/Separated	<input type="checkbox"/>
Widowed	<input type="checkbox"/>

Racial Monitoring

The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. We monitor our workforce in line with recommended good practice.

HR Use – CAT 'A'

Please indicate your racial origin by ticking one of the boxes below:

White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black other	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>		

HR Use – CAT 'B'

Are you a member of a Mixed Ethnic Group?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Are you a member of the Irish Travelling Community?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please indicate your community background by ticking the appropriate box below:

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant or Roman Catholic community background	<input type="checkbox"/>

Disability

The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability, unless there is a good reason. Under the Disability Discrimination Act 1995 a person is considered to have 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 that you meet this definition of disability? (Please tick one box below):

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If Yes, Nature of Disability: _____

Dependants

Do you have a personal responsibility for the care of a child or children, a person with a disability or a dependant older person? Please tick one box:

Yes	
No	

Sexual Orientation

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

Of a different sex (this covers heterosexual men and women)	
Of the same sex (this covers gay men and lesbians)	
Of the same sex and the opposite sex (bisexual)	
Prefer not to answer	

Political Opinion

Please indicate your political opinion by ticking one of the boxes below:

Unionist generally		Nationalist generally	
Other		Prefer not to answer	

Religious Belief

Please indicate your religious belief by ticking one of the boxes below:

Christian		Muslim	
Hindu		Buddhist	
Other		Prefer not to answer	

Language

Is English your first language? (Please tick one box below):

Yes	
No	

For information on how we process and manage your personal data please visit www.eoni.org.uk/legals/privacydata/

BANK DETAILS FORM

(Return with your Application)

If you are appointed payment for working during the election period will be made through your bank (BACS) normally within 6-8 weeks.

The information you provide below will be processed and securely stored and only used if you are appointed. Please complete the following details:

Surname _____

Forenames _____

Address _____

Postcode _____ Date of Birth _____

National Insurance Number

--	--	--	--	--	--	--	--	--

Bank / Building Society Account Details

Name of Bank / Building Society _____

Branch _____

Address _____

Sort Code (Must be 6 Numbers)

--	--	--	--	--	--

Account Number (Must be 8 Numbers)

--	--	--	--	--	--	--	--

Roll Reference/User Reference

(May apply to some Building Society accounts)
