**UK PARLIAMENTARY GENERAL ELECTION**

**THURSDAY 4 JULY 2024**

**EXTERNAL POLL STAFF FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | |
| Email | |  | | | | | | | | | | | |
| Mobile No. | |  | | | | | | | Home/Work  Tel. No. | | |  | |
| **Experience** | | |  | |  | | | | | | | |  |
| **Please indicate any previous poll staff experience:** | | | | | | | | | | | | | |
| **No. 1 Presiding Officer** **Presiding Officer** **Poll Clerk** **None** | | | | | | | | | | | | | |
| **Position** | | |  | |  | | | | | |  | | |
| **Please indicate which position you are interested in applying for:** | | | | | | | | | | | | | |
| **No. 1 Presiding Officer Presiding Officer Poll Clerk** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Transport Available *(if working as a PO you will require transport to collect your ballot box/equipment the day before the election)* | | | | | | | | **Yes No** | | | | | |
|  | | | | | | | | | | | | | |
| Date of Birth |  | | | Gender | |  | National Insurance No. | | |  | | | |
| **Bank Details** | | | | | | | | | | | | | |
| Bank |  | | | | | | | | | | | | |
| Sort Code |  | | | | Bank Account No. | | | | |  | | | |
| Your signature | | | |  | | | | | | | | | |
| Date | | | |  | | | | | | | | | |
| **Additional Information: *accessibility requirements, preferred polling place (not guaranteed), etc*** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |

Please complete and return this form to [elections@eastlothian.gov.uk](mailto:elections@eastlothian.gov.uk) or by mail to Elections Office, 1st floor, John Muir House, Haddington, East Lothian, EH41 3HA no later than Thursday 6 June.

**Data Protection/**

**Data Protection**

This information will be stored and used by the Returning Officer for the purposes of recruitment and payment of staff for temporary election duties. Phone number and email address will be shared with No 1 Presiding Officer/Presiding Officers in each Polling Place Team to enable them to contact their Presiding Officers/Poll Clerks.

Details will also be passed to HMRC tax/payment for election work undertaken. This information will be stored and used only for the purpose for which it is collected. The Returning Officer will process your information fairly and lawfully and in accordance with the Data Protection Act 2018.

**Hours of Poll: 7am – 10 pm**

Poll staff must be at their polling station no later than 6.30am to ensure the polling place is ready to receive voters at 7am. Polling ends at 10pm and staff will then dismantle the station and ensure paperwork, ballot boxes & equipment are ready for collection.

Staff are not permitted to leave the polling place during the hours of poll, you should therefore bring food/refreshments.

**Eligibility for Appointment**

You cannot be appointed if you have been employed for the purpose of promoting or securing a particular result at the poll in or about the above election. If you have any doubts as to your eligibility please contact the Election Office.

**Immigration Checks**

Under the terms of the Asylum and Immigration 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. Please note that if there is any doubt regarding your status, we may require to check your details with other agencies. You may be required to provide proof of your eligibility, if requested. By signing to apply to work at an election and subsequently accepting an appointment you are offered you are confirming that you eligible to work in the UK.

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