

**ELECTION STAFF APPLICATION FORM**

**Please complete all sections below.**

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| --- | --- | --- | --- |
| **1.** | **Forename:** |  | |
| **2.** | **Surname:** |  | |
| **3.** | **Home Address in full:** |  | |
| **4.** | **Employed by Bedford Borough Council?**  ***If yes, please state your Employee Number:*** | YES / NO\* | |
| **5.** | **Home phone number:** |  | |
| **7.** | **Mobile phone number:**  **(Mandatory for Polling Station staff)** |  | |
| **8.** | **E-mail address:**  **(An email address is mandatory)** |  | |
| **9.** | **Date of Birth:** |  | |
| **10.** | **National Insurance Number:** |  | |
| **11.** | **Do you drive and have access to a car?** | YES/NO\* | |
| **12.** | **Bank details for payment:** |  | |
|  | **Account Number** |  | |
|  | **Sort code** |  | |
| **13.** | **Tax Code (Please tick):**   1. **This is my first job since last 6 April and I have not been receiving taxable jobseeker’s allowance or taxable incapacity benefit or a state occupation pension.** 2. **This is now my only job, but since last 6 April, I have had another job, or have received taxable jobseeker’s allowance or incapacity benefit. I do not receive a state pension.** 3. **I have another job or receive a state or occupation pension.** 4. **Do you have a Student Loan, which is not fully repaid, and all of the following apply 1. You left a course of UK higher education before 6 April and 2. You received your first Student Loan instalment on or after 1 September 2008. Select ‘No’ if you are repaying your student loan direct to the Student Loans Company by agreed monthly payments.**   *Yes.*  *No.* | | |
| **Appointments** | | **Please tick** | **Do you have any experience?** |
| **Presiding Officer (no less than £280 plus mileage)**  **Additional fee to attend training** | |  |  |
| **Poll Clerk (no less than £205 plus mileage)**  **Additional fee to attend training** | |  |  |
| **Verification and/or Count Assistant (no less than £11 p.h)** | |  |  |

*Please note we will not be able to employ you to work at an Election if you work for a Candidate, a Local Political Party, a National Political Party or you subscribe a Nomination Paper.*

**Signature:..............................................................……………… Date:……………………………….**

**Completed forms can be scanned and emailed to** [**elections@bedford.gov.uk**](mailto:elections@bedford.gov.uk) **or returned by post to Electoral Registration, Democratic and Registration Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP.**

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| **APPLICATION PROCESS – WHAT HAPPENS NEXT** |
| Your application will now be entered into the Elections Staffing database for future reference. If and when there is a requirement for additional staff you will be contacted. You will be asked to provide your passport with any relevant supporting documentation which confirms you are entitled to work in the UK.  Please note that we cannot guarantee work. If you have any questions or wish to remove your details from the Elections Staffing database please contact us on the above number or by email. Thank you for your interest in working for St Albans Electoral Services. |

**Privacy Notice**

This privacy notice explains how Bedford Borough Council (the Data Controller) will use any personal information we collect about you whilst you are an employee or after you have left the Council.

**What information do we collect about you?**

We collect personal information you are required to provide to us for employer functions, and personal information you agree to share with us voluntarily. We collect information when you apply to work at the Council. We collect most of this information as a lawful process because it is required by employment law [Art 6(1) (c)]. Some of the information you choose to share with us voluntarily is lawfully processed because you have given your consent [Art 6(1) (a)].

When you complete a form to provide us with information, we will tell you the consequences of failing to provide accurate information on the form. When you agree to share information voluntarily we will ask you to give your consent to allow us to use your information.

**How will we use the information about you?**

We will use the information to process your job application and for Human Resource purposes. We will ensure that all personal information is kept securely.

We may share your information with individuals that you have provided as a referee.

If you’re providing us with special category personal information (such as details about your health), we will be processing this under Art. 9(2). If you’re providing us with criminal conviction personal information, we will be processing this under Art.10.

**How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact elections@bedford.gov.uk

**Your Rights**

The General Data Protection Regulations give you specific rights to control your data. The extent to which these rights will apply to you depends upon the reasons we are processing your data.

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected.

If you would like us to provide a copy of your information, or some of your information, to another organisation you have a right to ask us to transfer a copy. This relates to information you have provided to us that we store electronically.

In some circumstances you can ask us to stop processing your personal information, either completely, or while we consider a correction you have asked for. We may have a good reason for processing your data so we may not be able to delete our records of you. If we cannot comply with your request we will explain why.

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found at [https://www.bedford.gov.uk/media/2225](https://www.bedford.gov.uk/media/2225/). We review this policy annually.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy or information we hold about you:

By emailing [foi@bedford.gov.uk](mailto:foi@bedford.gov.uk) or write to us at: FOI Team, Bedford Borough Council, Cauldwell Street, Bedford, MK42 9AP

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

**Consent**

By completing the application form you are giving consent for us to process your personal information for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [elections@bedford.gov.uk](mailto:elections@bedford.gov.uk) If you withdraw consent we will not be able to process your application.