

WORKING AT ELECTIONS

Expression of Interest form

I am eligible to work in the UK.

I understand that I must present the required proof of eligibility documents before any offer of employment may be made (see our list of acceptable documents).

I wish to assist with any future elections and confirm that I am not connected to, nor will assist any political party or candidate at the election.

I am physically able to undertake the duties of the task(s) I am applying for (eg lifting and carrying of equipment and setting up physical arrangement of the polling station)

I would like to assist in the following role/s (tick all that apply to you)

Presiding Officer Poll Clerk Count Assistant

Occupation (if retired, please state so and give former occupation).....

Previous election experience (please state)

If appointed, I would prefer to work in the following parts of North Norfolk (please insert parishes – if any part of District insert ALL)

Full name (please print).....

I do pay Income Tax I do NOT pay Income Tax

National Insurance Number.....

Home address.....

Home Tel..... Work Tel..... Mobile Tel.....

Email..... Car Registration.....

Make of car..... Colour.....

My vehicle insurance includes cover for business use (essential)

I understand that, if employed, I would be consenting to working in excess of the normal maximum working hours provided by the Working Time Directive. I also agree to my details being stored on an Electoral Services computer database.

Signed..... Date.....

Please return the completed form, together with the required eligibility documentation (see attached) to Electoral Services, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN. Alternatively, bring the form and document/s to us in Annexe Room 1 at the above offices. Contact 01263 516046/516317 if you have any queries.

Section 15 – 25 of the Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on all prospective employees.

In order to remove the possibility of Civil Penalties under the Immigration, Asylum and Nationality Act 2006 the Council is required to check that all prospective employees are entitled to work in the UK.

Therefore you must provide the following original document(s):

1. One original document or a combination of two of the original documents specified in **List A**
OR
2. One original document or a combination of two of the original documents specified in **List B**

Please note – if you can only provide two documents from List A or B which display different names, you will need to provide further documentation to explain the reason for this. The further document/s could be a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

If you have any questions about the documentation, please do not hesitate to ring the Human Resources team on 01263 516035 or you can check the UK Border Agency website at www.ukba.homeoffice.gov.uk

LIST A

The documents in List A⁽¹⁾ establish that the applicant has an ongoing entitlement to work in the UK and are:

1. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area (EEA) or Switzerland
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency (UKBA) to a national of a EEA country or Switzerland
4. A permanent residence card issued by the Home Office or the UKBA to the family member of a national of a EEA country or Switzerland
5. A biometric immigration document issued by the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK (from 2 August 2010 a stamp to show indefinite leave to remain can be accepted in an expired passport)
7. An immigration status document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)
8. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)

¹ The above list reflects the *Immigration (Restriction on Employment) Order 2007 (SI 2007/3290) Sch.1 List A* and is exhaustive.

9. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)
12. A certificate of registration or naturalisation as a British citizen, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)
13. A letter issued by the Home Office or the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)

LIST B

The documents in List B⁽²⁾ indicate that the applicant or employee has restrictions on their entitlement to be in the UK and are:

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit
2. A biometric immigration document issued by the UK Border Agency (UKBA) to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question
3. A work permit or other approval to take employment issued by the Home Office or the UKBA **when produced in combination** with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer confirming the same
4. A certificate of application issued by the Home Office or the UKBA to or for a family member of a national of a European Economic Area (EEA) country or Switzerland stating that the holder is permitted to take employment which is less than six months old **when produced in combination** with evidence of verification by the UKBA Employer Checking Service
5. A residence card or document issued by the Home Office or the UKBA to a family member of a national of a EEA country or Switzerland
6. An application registration card issued by the Home Office or the UKBA stating that the holder is permitted to take employment, **when produced in combination** with evidence of verification by the UKBA Employer Checking Service
7. An immigration status document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the

² The above list reflects the *Immigration (Restriction on Employment) Order 2007 (SI 2007/3290) Sch.1 List B* and is exhaustive

type of work in question, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)

8. A letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance card)