

# Election Staff Registration Form



## Personal Information

Title *Miss / Mr / Mrs / Other* \_\_\_\_\_

Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

*(if commonly known by another name include in brackets alongside)*

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Home tel no. \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

Email \_\_\_\_\_ (required for general correspondence and payroll)

Are you retired? **Yes / No**

If you work for the council, which dept.? \_\_\_\_\_

## Your Preferred Role

*(you can select more than one) \*these posts will require previous election experience in appropriate roles*

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Polling Clerk            | <input type="checkbox"/> Presiding Officer* | <input type="checkbox"/> Presiding Officer no.1*    | <input type="checkbox"/> Polling Assistant     |
| <input type="checkbox"/> Enumerator               | <input type="checkbox"/> Count Supervisor*  | <input type="checkbox"/> Ballot Box Reception Asst. | <input type="checkbox"/> Count Steward         |
| <input type="checkbox"/> Count Verification Asst. | <input type="checkbox"/> Postal Vote Asst.  | <input type="checkbox"/> Postal Vote Asst.          | <input type="checkbox"/> Election Asst. (prep) |
|   | (opening & extraction)                      | (scanning/adjudication)                             |  |

Detail any previous election experience with Moray or other Local Authority?

## Location/Travel Information

Your Preferred Locations/Area to work \_\_\_\_\_

Are you willing to travel to another location within reason? **Yes / No** Do you have access to a car? **Yes / No**

## Signature

**I confirm I have read and noted the provisions below**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that you are precluded from accepting the employment of Moray Council Elections Office if you are engaged in any manner whatsoever in the promotion of a candidate's election or referendum campaign.** By signing this form, I give my consent to the personal information noted above being used by the Moray Council for the purposes as detailed in the privacy notice I have been provided. I also agree that this information may be passed by Moray Council to 1) Election Supervisors during the election periods, 2) Aberdeenshire and Highland Council elections office in a cross constituency elections, 3) to the HM Revenues & Customs, Scottish Office or the Cabinet Office's Electoral Claims Unit for the purposes of tax/payment for elections work undertaken 4) to the Police for the purposes of election policing or enquiry arising from elections. **Data Protection:** This information will be stored and used only for the purpose for which it is collected. Your entry on the database will be updated or destroyed, at request, either annually during the canvass of elections staff or by providing notice in writing to the address below. Moray Council will process your information in accordance with the data protection legislation and at time of registration you are provided with a privacy notice.

**Asylum and Immigration Act:** Under the terms of the Asylum and Immigration Act 2006, only individuals who have a right to work in the UK are eligible for public appointments, including appointments made by the Returning Officer /Counting Officer for elections/referendums. Please note that if there is any doubt regarding your status, we reserve the right to check your details. You may be required to provide proof of your eligibility, if requested. By signing to apply to the election staff database and subsequently accepting an appointment you are offered you are confirming that you eligible to work in the UK. **Other notes:** Entry on the database **does not guarantee** the offer of a post during elections/referendums. In the offer and acceptance of elections / referendum duties for Moray Council you will be further asked to sign an acknowledgement of requirement of secrecy under the relevant section of legislation governing the election/referendum at which you are working.

Office : AIA Y / N

REG \_\_\_\_\_

SCAN \_\_\_\_\_

PR \_\_\_\_\_

## Payroll form - Temporary Election Staff

This form **MUST be submitted** so that we can register you on our payroll system in advance of employment.

All Elections staff will be required to input their own bank and vehicle details on our online Employee Self Service (ESS) site. Once you have been confirmed as appointed for an election, instructions will be sent to you by email from Payroll section on how to log in and do this.

Payment for fees and mileage will not be able to be made until this has been completed.

**N.B. Staff who already work for Moray Council and are already paid by Payroll must still provide their details below and bank details via ESS due to elections staff having separate tax/employee records.**

Sex

Name

Date of Birth

Home Address

  
  
  

Postcode

Contact Numbers

Email Address

National Insurance No

Signature

(must be provided)

Date



## Starter checklist

## Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

## Instructions for employees

As new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC. It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to [www.youtube.com/hmrcgovuk](http://www.youtube.com/hmrcgovuk)

## Employee's personal details

[illegible]

## Employee statement

**8 Choose the statement that applies to you, either A, B or C, and tick the appropriate box**

Statement A	Statement B	Statement C
<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45.</p> <p>And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"> <li>• you have another job and/or</li> <li>• you're in receipt of a State, Works or Private Pension</li> </ul>
Statement A applies to me	Statement B applies to me	Statement C applies to me

## Student loans

- ☐ **9 Tell us if any of the following statements apply to you:**
- you do not have any Student or Postgraduate Loans
  - you're still studying full-time on a course that your Student Loan relates to
  - you completed or left your full-time course after the start of the current tax year, which started on 6 April
  - you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 10

☐

If Yes, tick this box and go straight to the Declaration

☐

- ☐ **10 To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.**

Please tick all that apply

Plan 1

☐

Plan 2

☐

Plan 4

☐

Postgraduate Loan (England and Wales only)

☐

### Types of Student Loan

#### You have Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

#### You have a Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

#### You have a Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

#### You have a Postgraduate Loan if any of the following apply:

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Employees, for more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)  
Employers, for guidance go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

## Declaration

I confirm that the information I've given on this form is correct.

Signature

Full Name

Date DD MM YYYY

### EMPLOYER'S DETAILS

THE MORAY COUNCIL (ELECTORAL PAYMENTS), COUNCIL OFFICES, HIGH STREET, ELGIN, IV30 1BX  
PAYE REFERENCE 961 0469127

This starter form **must** be submitted before the Elections Office can employ you.