

Applying for election roles frequently asked questions

Q1. Do I need to work for Northumberland County Council to work on an election?

You do not need to be a Northumberland County Council employee to work on an election as you will be employed directly by the Returning Officer.

Q2. How old do I have to be to work?

You must be over the age of 18 to work at a polling station or at the overnight verification and count.

16–17-year-old may work at postal vote opening and daytime count sessions, however, no more than 8 hours a day.

Q3. How do I apply to work at an election?

Stage 1

You must complete the expression of interest application form when applying for a roles.

Stage 2

You must create a Mobile Elections Account (MEA), you will receive an activation email from the elections office to do this. Alternatively, if you have an active MEA you will receive an email to log in to update details as per indicated on your email..

Stage 3

You may be required to provided right to work documentation. We will contact you in a separate email if documentation is required.

Q4. Are there any restrictions when applying to work on an election?

You must always remain politically neutral. You cannot be involved directly or indirectly with any candidate, party, political organisation or campaign group at this election.

Q5. Do I need my line mangers permission to work on the elections (Northumberland County Council staff)?

If you work for Northumberland County Council, you must also have your line managers approval before applying.

You do not need permission from your line manager to work on a non-working day, however you may wish to notify them that you are doing election work on that date. Please refer to the Beat for further internal communications.

Q6. Do I require experience when applying for a role?

Most roles do not require any experience, however if experience is required this will be clearly stated on the information page on the website.

Q7. Will I be required to attend additional training?

Where additional training is required for a role, this will be clearly indicated on your offer of appointment letter which will detail the date, time, location, and format of the training, which could be online, face to face, or both.

Q8. I work for Northumberland County Council why have I been asked to provide right to work documentation?

The Returning Officer is a separate employer, and you may be required to provide additional documentation.

Q9. How and where can I show my documentation?

We will contact you to make arrangements for you to provide your right to work documents and identification. We must see you and your documents in person.

Q10. What forms of documentation do I need to provide to work?

As part of the right to work documentation you will need to supply a copy of your passport, other forms of documentation are accepted, for further information please refer to appendix 1. You will also need to provide proof of your address by supplying a recent utility bill, mortgage statement, council tax bill, or your driving licence.

Q11. How will I be notified if I'm successful?

If you are successful, you will receive an email notifying you of an offer of appointment letter for all the roles you have been allocated in your MEA account. If you are applying for multiple jobs, appointment letters may come at different stages throughout the recruitment process. If you are not initially successful you will be placed on a reserve list and notified if a job becomes available.

Q12. How much and when will I be paid?

Details of any payment will be clearly indicated on the offer of appointment letter and on our web pages along with a brief description of the duties.

Q13. Will I be paid mileage?

For some roles mileage is included in the fee, this will be clearly indicated on the offer of employment. For those roles where mileage is paid in addition to your fee, this will be stipulated on your offer of appointment letter.

Q14. Will tax be deducted?

Yes, tax will be deducted. If you are a non-taxpayer, or you have been taxed at the wrong rate you should contact the tax office directly for an adjustment. We cannot do this on your behalf.

Q15. What do I do if my availability changes?

Please let a member of the elections team know as soon as possible email us at electionstaff@northumberland.gov.uk.

Q16. Are lunch and rest breaks provided at a polling station?

If you are working at a polling station, there is no lunch break provided, and you are not permitted to leave the station. It is recommended that you bring with you your own refreshments.

Q17. Are refreshments available at the verification and count

Water is provided for all staff. Other refreshments can be purchased at the onsite cafe

Q18. What clothing should I wear?

It is advised that all weather options are covered as venues can be both overly warm and cold. You must ensure that any clothing worn is neutral and not in party political colours.

Q19. I filled out the expression of interest form on the website but there was nowhere to register my interest in postal vote opening?

We are looking to Council staff initially to staff postal vote opening as part of their normal working day. Should we require additional support for this, we will be contacting those people who have previously worked PVO sessions.

Appendix 1

Please supply original document from list 1, list 2 and list 3 and one original document from either List A or List B

Valid Documents

List 1

Confirmation of National Insurance number – one of the following;

- Previous payslip
- P45/P60
- NI Card/Letter
- Letter from HMRC

List 2

Confirmation of address – one of the following;

- Driving Licence
- Bank Statement (dated within last 3 months)
- Council Tax bill
- Utility bill (dated within last 3 months)

List 3

Proof of Date of Birth – one of the following;

- Valid passport
- Birth Certificate AND Proof of NI
- Marriage certificate – if recent change in name

Immigration, Asylum

LIST A
Valid document(s)
1. A passport (current or expired) showing 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 passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport 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.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

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| 6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer[footnote 1] |
| 7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. |
| 8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. |

LIST B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

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| 1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question [footnote 2]. |
| 2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| 3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. |

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

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| 1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |

