

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 need to be 16 years of age or over to work.

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

You must complete the expression of interest application form if applying for the main roles. Once this is done the elections team will create a Mobile Elections Account MEA (if you do not already have one). Once registration is complete you will be contacted to provide right to work documentation and possible roles available.

Q4. Are there any restrictions when working on an election?

You must always remain politically neutral. If you work for a political party, you must disclose this at the time of your application. If you work for Northumberland County Council, you must also have your line managers approval before applying.

Q5. 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.

Q6. Will I be required to attend training?

If training is required for the 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.

Q7. I work for Northumberland County Council why do I need to provide documentation to work?

When working on an election you are working directly for the Returning Officer and not for the authority therefore even if you work for the authority it is classed as a separate employment. As it has been several years since the last election all staff will be required to show the relevant documents again. Please refer to appendix 1.

Q8. How and where can I show my documentation?

Once your MEA elections account is created, 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.

Q9. 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.

Q10. How will I be notified if I'm successful and when?

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. Appointment letters may come at different stages throughout the recruitment process. Those that have not been initially successful will be placed on a reserve list and notified.

Q11. How much and when will I be paid?

The rate of pay for each role and payment date will be clearly indicated on the offer of appointment letter and on our web pages along with a brief description of the duties.

Q12. 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.

Q13. I don't pay tax what should I do?

Tax will be charged at the basic 20% rate. If you are a non-taxpayer, you should contact the tax office directly after you have been paid to arrange to claim this back. We cannot do this on your behalf.

Q14. What do I do if my availability changes?

Please let a member of the elections team know as soon as possible by declining a position through your MEA account. You may also wish to email us at electionstaff@northumberland.gov.uk

Q15. Do I need my managers permission to work on a non-working day (Northumberland County Council staff)?

You do not need permission from your manager to work on a non-working day, however you may wish to notify them that you are doing election work on that date.

Q16. Are lunch and rest breaks provided?

It is recommended that you bring with you your own refreshments. If you are working at a polling station, there is no lunch break provided and you are not permitted to leave the station. When working at postal vote opening and the verification and count if a break is to be taken your supervisor will inform you of this. You will not be paid for breaks.

Q17. 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.

Q18. When will I get paid and how much?

All payment information including the amount and the date you will be paid will be shown on the offer of employment document

Q19. I work for Northumberland Council how do I record my hours whilst doing elections work?

You should check with your line manager how this is to be recorded.

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
1. A passport 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 national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. 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.
7. 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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| <p>8. 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.</p> |
| <p>9. 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.</p> |
| <p>10. 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.</p> |

<p>List B</p>

<p>Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave</p>
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| <p>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.</p> |
| <p>2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.</p> |
| <p>3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.</p> |
| <p>4. 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.</p> |

<p>Group 2 – Documents where a time-limited statutory excuse lasts for 6 months</p>
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| <p>1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.</p> |
| <p>2. 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.</p> |
| <p>3. 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.</p> |