

Election Office  
The Rhadyr  
Usk  
NP15 1GA

The person dealing with  
This matter is:  
Telephone: 01633 644212  
E-mail: [elections@monmouthshire.gov.uk](mailto:elections@monmouthshire.gov.uk)

Date:

Dear Sir/Madam

### **Application for Election Duties**

Thank you for expressing your interest in duties at elections within Monmouthshire and please find attached an application form for you to complete.

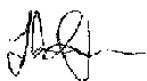
When you submit this application form you will be added to our database of staff. Approximately four months prior to a county wide election in Monmouthshire we will write to all staff seeking their availability for the date of that particular election and the jobs that they are interested in performing.

If you have been selected to perform duties you will receive a letter from us providing details of your appointment, including the fee for performing the duties, which must be returned to us to accept your appointment. Duties of Presiding Officer and Poll Clerk require all staff to attend a mandatory training session prior to performing the duties for which an additional fee will be paid.

Payment for duties will be made via BACS following the election. Any person submitting an application form must have a valid National Insurance number and provide a copy of the photo page of their passport to ensure that they meet the employment requirements of the Asylum and Immigration Act 2004.

If you have any further queries please do not hesitate contact the electoral registration office on 01633 644212 or email [elections@monmouthshire.gov.uk](mailto:elections@monmouthshire.gov.uk).

Yours sincerely



**John Pearson**  
Local Democracy Manager

## Application for Election Duties Personal Details:

<b>Title:</b>		<b>Forename:</b>				
<b>Surname:</b>						
<b>Private Address: (Inc. post code)</b>					<b>Postcode</b>	
<b>Telephone Numbers</b>		<b>Home:</b>		<b>Mob:</b>		
<b>Email:</b> <i>Block Capitals Please</i>						
<b>Date of Birth:</b>	<b>Day</b>		<b>Month</b>		<b>Year</b>	
<b>National Insurance Number:</b>						
<b>Rate of Tax deductible:</b> <i>Please tick as appropriate</i>	<b>Standard</b>		<b>Higher</b>		<b>Non Tax Payer</b>	
<b>Transport available:</b> <i>Please tick as appropriate</i>	<b>Yes</b>				<b>No</b>	
	<i>Please note that any person acting as a presiding officer at an election must ensure that their own insurance is valid and that they are covered for business use when using the vehicle to perform presiding officer duties.</i>					
<b>Photo page of passport enclosed as required:</b> <i>Please note no application will be accepted without the above.</i>					<b>Yes</b>	
					<b>No</b>	

## JOB INFORMATION

<b>Please indicate with a tick which posts you would like to be considered for:</b>			
<b>Presiding Officer</b>		<b>Count Assistant</b>	
<b>Poll Clerk</b>		<b>Other duties at short notice before an election</b>	

<b>Signature:</b>		<b>Date:</b>	
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Please return this application form together with a copy of your passport photo page to the Elections Office, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA