

# Local and Parish Elections – Thursday 2<sup>nd</sup> May 2019

## Count Staff

FOR OFFICE USE ONLY	WARD			
	APPOINT AS			
TITLE (Tick relevant box)	Mr		SURNAME	FORENAMES
	Mrs			
	Miss			
	Ms			
ADDRESS (in full)				
TELEPHONE NUMBER:	Mobile			
	Home			
	Work			
	Email			
NATIONAL INSURANCE NO		DATE OF BIRTH		
<b>PAYMENT FOR <u>ALL</u> STAFF IS VIA BOLTON COUNCIL PAYROLL ON 18<sup>TH</sup> JUNE 2019</b>				
BOLTON COUNCIL EMPLOYEE	Yes/No	DEPT/SECTION ADDRESS		
<b>Bolton Council Employee Salary Reference Number:-</b>				
<b>NON BOLTON COUNCIL APPLICANTS AND BOLTON AT HOME STAFF – IMPORTANT – SEE OVER</b>				
<b>Number of years as a counter:</b>				
Give details of any other count experience ..... ..... .....				
If a position should arise would you be willing to act as a Table Supervisor			Yes	No
<b>Tick boxes you wish to be considered for (if you are appointed as a Presiding Officer/Poll Clerk on Thursday 2<sup>nd</sup> you can ONLY apply for the count on Friday 3<sup>rd</sup>)</b>				
Local Election Count Thursday 2 <sup>nd</sup> May 9.30PM onwards Bolton Albert Halls			Parish Count Friday 3 <sup>rd</sup> May 12.30PM onwards Bolton Albert Halls	
Signature		Date		

Return to Mrs Alison Lansdale, Elections Office, 2<sup>nd</sup> Floor, Howell Croft North, Bolton BL1 1QY  
 Or  
 Email: [Alison.lansdale@bolton.gov.uk](mailto:Alison.lansdale@bolton.gov.uk)

**IMPORTANT**

This section must be completed by **ALL Non-Bolton Council Applicants** (including Bolton at Home staff)

<b>Your Bank Details:</b>	
<b>Bank/Building Society Name:</b>	
<b>Account Number:</b>	<b>Sort Code:</b>
<b>Account Name:</b>	

Due to legislation changes we are now required to report any election payments to HMRC at the time the payment is made, this is called Real Time Information.

It is therefore necessary to set you up on the Bolton Council payroll and operate PAYE. In order to do so, could you please complete and sign the relevant declaration below.

**Your present circumstances**

Read all the following statements carefully and enter 'X' in the **one** box that applies to you.

- A –** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.
- OR**
- B -** This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- OR**
- C -** I have another job or receive a state or occupational pension

**Student Loans (advanced in the UK)**

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in the box. (Do not enter 'X' in the box if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

**Privacy Statement**

We will only use the information you give us for electoral purposes. We will look after your personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at [www.bolton.gov.uk/website/pages/privacynotices.aspx](http://www.bolton.gov.uk/website/pages/privacynotices.aspx) for further information relating to the processing of personal data.

<p><b>Signature and Date</b></p> <p>I confirm that this information is correct</p> <p>Signature _____</p> <p>Date _____</p>
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