

DO NOT CONTACT THE OFFICE TO FOLLOW UP YOUR APPLICATION – YOU WILL BE NOTIFIED IF THERE IS A VACANCY

OFFICE USE ONLY

Staff ID:

Worked by:

Appointed to:

Checked by:

We are appointing canvassers to undertake visits to households who have failed to respond to the recent forms sent out to all properties within Birmingham. This information is required to identify potential names to be included in the Register of Electors.

Before applying, you will need to consider the following:

- The canvass runs from Friday 9th October to Wednesday 21st October 2015 and you must be available to work throughout this period.
- You will be required to make up to three visits to all allocated properties.
- You MUST make one visit to all properties in the first weekend of the canvass.
- You will be required to attend a training session with your Canvass Supervisor prior to the commencement of the personal canvass.
- You will be required to collect your canvass materials from Ladywood Health and Community Centre on Thursday 8th October 2015. Please note materials will not be issued unless you have attended training session.

Please ensure you read the attached job description carefully before applying for this position.

You can return this form as an attachment or by scanning and e-mailing it to canvass@birmingham.gov.uk or by fax to 0121 212 1065, or by post to Elections Office, Council House, Victoria Square, Birmingham, B1 1BB.

Enter the area you are prepared to work in if a vacancy occurs. You must only enter the area where you can make a firm commitment to work if offered an appointment. We will automatically look to appoint you to a canvass area convenient to your home address. If you are prepared to travel across to other parts of the City, please make this clear.

THE AREA I AM APPLYING TO WORK IN IS:

PLEASE NOW COMPLETE ALL SECTIONS OF THE APPLICATION FORM BELOW

Full Name					Title: Mr/Mrs/Ms
Email address	<u>Please enter your e-mail address very carefully and accurately – this is the means by which we will contact you if a vacancy arises</u>				
Mobile Number					
Landline Number	Home		Work		
Home address					Postcode: <input type="text"/>
Date of Birth	Date	Month	Year		
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Male / Female (delete as necessary)				
Own Transport	Yes/No (delete as necessary)		Car Registration No.		
<p>If you are appointed payment will be made through your bank (BACS). Please note that we cannot accept Building Society details. Payment is normally made within 28 days of the canvass.</p> <p>The following information will be securely stored and only used if you are appointed. Please provide the following details:</p>					
Bank Sort Code (6 digits)	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Bank Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Name	<input type="text"/>				
Bank Name	<input type="text"/>				
Name of current employer	<input type="text"/>				
Section (if City Council)	<input type="text"/>				
Job Title & Grade (if City Council)	<input type="text"/>				
<p>ALL APPLICANTS MUST COMPLETE THE SECTION BELOW : REQUIRED BY LAW (If your answer is Yes, Proof of eligibility to work will be required upon appointment)</p>					
Do you require a Work Permit	Yes <input type="checkbox"/>			No <input type="checkbox"/>	
If you already hold a Work Permit when does it expire?	Date	Month	Year		

IMPORTANT – You must complete the section below and type or sign your name.

I will be available for this canvass and I will not be employed (paid or unpaid) by/on behalf of any candidate or political party. If I become aware of any possible conflict of interest I will notify my Canvass Supervisor immediately.

This application is supported by my Line Manager/Supervisor (Birmingham City Council employees only)

Signed: Date:

EMPLOYEE STATEMENT	NAME:
As a new employee your employer needs the information requested below as soon as possible to tell HMRC about you and to help them use the correct tax code.	
You will need to tick only ONE of the following statements A, B or C	Please Tick One Statement
A – This is my first job since 6 April 2015 and I have not been receiving taxable Job Seeker’s Allowance, Employment & Support Allowance, taxable Incapacity Benefit, State or Occupational Pension	
B – This is now my only job but since last 6 April I have had another job, or received taxable Job Seeker’s Allowance, Employment & Support Allowance or taxable Incapacity Benefit. I do not receive State or Occupational Pension	
*C – As well as my new job, I have another job or receive a State or Occupational Pension.	
D – Do you have a student loan which is not fully repaid and all of the following apply: - You left a course of UK higher education before last 6 April - You received your first Student Loan Instalment on or after 1 September 1988	YES <input type="checkbox"/>
	NO <input type="checkbox"/>
Note: Select “No” if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.	

* The new job being referred to here is your canvassing position even if you have worked at for the elections office before.

Note: Statement C means you will be taxed, even if your earnings or pension are below the tax threshold. This is due to new rules introduced by HMRC in 2014. You can either claim the tax back or it should be refunded to you at the end of the tax year. We have no discretion in this matter as it is now a legal requirement under the new HMRC rules.

Recruitment Monitoring

In order to assist in monitoring the effectiveness of the Council’s Equal Opportunities Policy, please give the following information:-

1. Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background:-

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p>Any other White background please write below</p>	<p>B Mixed</p> <p><input type="checkbox"/> White and Black - Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p>Any other Mixed background please write below</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Any other Asian background please write below</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p>Any other White background please write below</p>	<p>E Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Vietnamese</p> <p>Any other White background please write below</p>	

2. The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above: YES / NO

If the above does not apply to you, however you consider yourself to have a disability please indicate here:

NB: All the information provided for this application will be held on computer and will be subject to the provisions of the Data Protection Act 1998