

APPLICATION FORM



City of Westminster

Thank you for your interest. The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential. Please complete the application form in black ink or type.

Job applied for:
Electoral Canvasser

Please return your completed application form to:
Electoral Services
19th Floor
Westminster City Hall
64 Victoria Street
London
SW1E 6QP

Personal Details

Surname _____

Telephone no. (home) _____

Forename(s) _____

E-mail address (home) _____

Preferred Title (e.g. Mr, Mrs, Miss, Ms) _____

Mobile Number _____

Address _____

National Insurance No.

--	--	--	--	--	--	--	--	--	--

Reference

(from present or most recent employer)

Name of referee _____

Job Title _____

Address _____

Telephone No. _____

Previous experience

If you have previous experience in canvassing please provide the details

Have you previously canvassed for a political party or candidate within the Westminster area?

Yes

No

If yes, please provide details below:

E-mail address _____

Signed _____

Equal Opportunities Employment Monitoring

The Council is committed to Equal Opportunities and has had numerous Personnel Policies in place for many years to support this commitment.

The policy of the Council is to appoint the best candidates for any post irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or creed.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. **It is important that you complete this form and return it**

Personal Details

Post no C0077 Date of Birth ___/___/___

Last name _____ Sex Male

First name(s) _____ Female

Ethnic Groups

To which of these groups do you consider you belong? This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified.

Please tick one box (or write in one box if appropriate) - The categories below are those used for the 2001 census.

<p>a. White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background (please write in) <input type="text"/></p>	<p>b. Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background (please write in) <input type="text"/></p>
<p>c. Mixed</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background (please write in) <input type="text"/></p>	<p>d. Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background (please write in) <input type="text"/></p>
<p>e. Chinese <input type="checkbox"/></p>	<p>f. Other ethnic group (please write in) <input type="text"/></p>

Disability

The City Council operates an interview guarantee scheme for applicants who declare they have a 'disability' (as defined in the Disability Discrimination Act 1995). Any 'disabled' applicant who meets the criteria for the job will be offered an interview. To enable the scheme to operate, managers compiling shortlists **will** be informed when a candidate has a 'disability'.

Before ticking the appropriate box below please first read the definition of disability.

Definition of Disability

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows:

“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry our normal day-to-day activities”.

To be protected under the Act,

- an individual must have an *impairment* which can be physical or mental
- it has to be *substantial*, that is something more than trivial
- it needs to be *long term*, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

and

- it must *affect their day to day activities at work* on a regular basis.

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand or
- perception of the risk of physical danger

<p>I do consider myself to have a Disability as defined by the Disability Discrimination Act 1995 (as detailed above). <input type="checkbox"/></p>	<p>I do not consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above). <input type="checkbox"/></p>
--	--

Bank Details Form

Please provide the bank/building society details of the account you would like your election payment made to.

Staff Bank Details:	Name of Account Holder: Account Number: Sort Code Number of Bank/Building Society: Bank/Building Society Name: Branch Address:
----------------------------	---

Data Protection Act

The Council will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information, which you give on this form, may be processed in accordance with the Council's registration under the Data Protection Act 1998.

Signed _____

Date _____

This matter is being dealt with by:

Electoral Services

Direct line: **(020) 7641 2741**

Fax No: **(020) 7641 2917**

Minicom: **(020) 7641 8000**

Email: electoralservices@westminster.gov.uk

Dear Sir/Madam

CANVASSING – ASYLUM AND IMMIGRATION ACT

Thank you for your enquiry regarding the Electoral Services Canvass.

Westminster requires all external applicants to provide proof of their eligibility to work in the UK in order to comply with the Asylum and Immigration Act.

Please see the list below and attach a copy of **one** of these with your application form.

List of Specified Documents

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents) which states the National Insurance number of the person named.
- A passport describing the holder as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- A certificate of registration or naturalization as a British citizen.
- A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes the holder as a national of that State.

Thank You
Electoral Services