**Register of Electors**

**Canvasser Application Form**

**Please read guidance notes before completing form - \* Mandatory Fields**

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| **SECTION 1 – ALL APPLICANTS** |
| Surname\* |  | First Name\* |  | Mr/Ms/Mrs/Miss\* |
| Home address\* | Work address (including department) |
| Mobile Tel No\* |  | Work/Home Tel No\* |  |
| Payroll No (Previous canvassers) |  | Do you have a car? |  |
| National Insurance No\* |  | Car Reg Number |  |
| Nationality\* |  | Languages spoken |  |
| Email address \* |  |
| Preferred canvassing areas |  |
| **Rehabilitation of offenders Act 1974**Do you have any convictions or police cautions, either spent or otherwise. If so, please give details. These will not automatically bar you from employment, but failure to disclose may result in summary dismissal. |  |

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| **SECTION 2 – NEW APPLICANTS** |
| Please read guidance notes and explain briefly how your skills, abilities and experience are relevant to the job applied for. Please give supporting examples where appropriate. |
| Referee’s name and address |  |
| Referee’s Tel No |  | Referee’s email |  |
| Do you wish to work year round on a casual basis or assist with our annual canvass of electors only (usually September to December)? |  |

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| How many hours per week are you able to commit to work? | \*10 - 20 | \*20 - 30 | \*30+ |

\*Select as appropriate

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| **SECTION 3 DECLARATION (all applicants)** |
| I declare that I have read the guidance notes and that the information given above is true and accurate. I am entitled to work in the UK – external applicants will be required to provide proof (see documents required in guidance notes). |
| Signature |  | Date |  |

**Please return your completed application form:**

**By Post: Electoral Registration Office, Moray House, 16-18 Bank Street, Inverness, IV1 1QY**

**By Fax: 01463 575395**

**By email: assessor\_central@highland.gov.uk**

**Please see overleaf for Guidance Notes, Privacy Statement and Equal Opportunities Monitoring Form**

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| **Register of Electors – Electoral Canvassing****Guidance Notes** |

**Introduction**

Every year, the Electoral Registration Officer prepares and publishes an updated register of electors. The first phase of this process involves sending electoral registration forms by post to all households in the Highland & Western Isles Area. The second phase involves sending canvassers to non-responding households in person. Applications are invited from people who can assist with the second phase. You do not need previous canvassing experience or have to give up your day job, if you have one, but you must have relevant skills and abilities.

**Skills and abilities**

1. You should have an inquiring mind and be able to speak to people tactfully and persuasively on the doorstep to obtain and record information accurately.
2. You should be hard-working and committed to producing results.
3. You should be physically fit and able to work outdoors.
4. You should be able to work alone, organise your own work and be honest and trustworthy.
5. You should be familiar using IT equipment – Tablet and laptop.

**Main duties and responsibilities**

1. Visit households to collect registration information at the doorstep.
2. Make visits between 10am – 8pm weekdays (Monday – Saturday).

You do not have to work everyday nor all the above hours but a minimum commitment of 10 hours per week would be expected.

**Training**

All canvassers will be required to attend training, which will last between 1 to 2 hours. A canvasser handbook, giving further details, will also be issued to all successful applicants.

**Selection**

People who have been shortlisted will be contacted by telephone to have an informal discussion. Applicants will be asked to provide proof that they are entitled to work in the UK. If you do not hear from us, your name will be placed on a reserve list. If successful in application a letter of employment will be issued. Please note that the Board’s terms of recruitment, selection and employment do not apply to this job.

**Payment**

Canvassers will be paid by BACS and must provide their payroll number (see last payslip) and must provide their bank account number, bank sort code and E-mail address for payslips. A payroll bank mandate form will be sent to you for completion.

**Checking canvasser’s work**

All canvasser’s work will be checked against information from other sources and anyone found deliberately falsifying information will not be paid and may be prosecuted.

**Registered unemployed / claiming benefits**

If you are registered unemployed / claiming benefits, you are strongly advised to consult your Jobcentre Plus Office / Benefits Office **before** applying to check if this job affects your entitlement to benefits.

**Entitlement to work in the UK**

In order to comply with the Immigration, Asylum and Nationality Act 2006, all applicants appointed must provide appropriate documents (photocopies will not be accepted).

A full list of acceptable ID will be provided to you.

**Completing your application form**

All new applicants should state in section 2 their skills, abilities and experience and where possible, explain how they are transferable to the job applied for.

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| **Privacy Statement**  |
| The Valuation Joint Board collects personal data to administer the corporate, financial and human resource functions of the Board. The lawful basis for processing personal information is necessary for the performance of a contract to which the data subject may be party. Processing of personal information is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or data subject in the field of employment. Where personal data is collected the controller shall provide data subjects with a privacy notice which details how their information is being used.  Privacy notices for the Valuation Joint Board are available on our website: [www.saa.gov.uk/h-wi-vjb/privacy-notices](http://www.saa.gov.uk/h-wi-vjb/privacy-notices)  Frank W Finlayson Assessor & Electoral Registration OfficerMoray House16-18 Bank StreetInvernessTel: 01463 575395E-mail: assessor\_central@highland.gov.uk |

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| **Equal Opportunities Monitoring Form** |
| In order to assist the Valuation Joint Board in ensuring that all applicants are treated equally you are requested to complete this short questionnaire. The information will not be taken into account when selecting candidates for interview. It will be held securely and used to produce reports to monitor that our employment policies and practices promote equal opportunities and eliminate discrimination. |
| **Name:**  | **National Insurance No:** |
| **Post Applied for**: |

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| **Date of Birth** |  |
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| **Gender** |  |
| Female [ ]  Male [ ]  Other [ ]  I prefer not to answer this question [ ]  |

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| **Which of the following best describes your sexual orientation?** |  |
| Straight / Heterosexual [ ]  Gay or Lesbian [ ]  Bisexual [ ]   Other sexual orientation [ ]  (Please write below)I prefer not to answer this question [ ]   |

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| **Do you consider yourself to be trans, or have a trans history?** |  |
| Yes [ ]  Please describe below your trans status (for example, non-binary, trans man, trans woman)No [ ]  Other [ ]  Please specify: I prefer not to answer this question [ ]  |

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| **Ethnic Origin** |  |
| How do you describe your ethnic origin in terms of the following categories from the 2021 census? |
| **White** | Scottish [ ]  Other British [ ]  Irish [ ]  Polish [ ]  Gypsy / Traveller [ ]  Showman / Show woman [ ]  Roma [ ]  Any other White ethnic group [ ]  (Please specify below) |
| **Mixed or multiple ethnic groups** | Any Mixed background [ ]  (Please specify below) |
| **Asian, Scottish Asian or British Asian**  | Pakistani, Scottish Pakistani or British Pakistani [ ]  Indian, Scottish Indian or British Indian [ ]  Bangladeshi, Scottish Bangladeshi or British Bangladeshi [ ]  Chinese, Scottish Chinese or British Chinese [ ] Any other Asian background [ ]  (Please specify below) |
| **African, Scottish African or British African** | Please specify below (for example, Nigerian, Somalian) |
| **Caribbean or Black** | Please specify below (for example, Scottish Caribbean, black Scottish) |
| **Arab, Scottish Arab or British Arab** | Please specify below (for example, Emirati, Saudi Arabian) |
| **Other ethnic group** | Any other ethnic background (Please specify below) |
| **Prefer not to answer** | [ ]  |

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| **What religion, religious denomination or body do you belong to?** |  |
| None [ ]  Church of Scotland [ ]  Roman Catholic [ ]  Other Christian [ ]  Please specify:Muslim [ ]  Please specify denomination or school below:Hindu [ ]  Buddhist [ ]  Sikh [ ]  Jewish [ ]  Pagan [ ] Another religion or body [ ]  Please specify:I prefer not to answer this question [ ]  |

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| **What is your legal marital or registered civil partnership status?** |  |
| Never married and never registered in a civil partnership [ ]  Married [ ]  In a registered civil partnership [ ]  Separated but still legally married [ ]  Separated but still legally in a civil partnership [ ] Divorced [ ]  Formerly in a legal partnership which is now legally dissolved [ ] Widowed [ ]  Surviving partner from a civil partnership [ ] I prefer not to answer this question [ ]   |

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| **Disability** |  |
| Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial and long term adverse effect upon your ability to carry out normal day-to-day activities)Yes [ ]  No [ ]  I prefer not to answer this question [ ]  |

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| **Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to old age.** |  |
| Yes, limited a lot [ ]  Yes, limited a little [ ]  No [ ]  I prefer not to answer this question [ ]  |

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| **Do you have any of the following, which have lasted, or are expected to last, at least 12 months? Tick all that apply:** |  |
| No condition [ ]  Deafness or partial hearing loss [ ] Blindness or partial sight loss [ ] Full or partial loss of voice or difficulty speaking [ ] Learning disability [ ]  Learning difficulty [ ] Developmental disorder [ ] Physical disability [ ] Mental health condition [ ] Long-term illness, disease or condition [ ] I prefer not to answer this question [ ]  |

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| **Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long-term physical/ mental ill-health/ disability; or problems related to old age? Do not count anything you do as part of your paid employment.** |  |
| Yes [ ]  No [ ]  I prefer not to answer this question [ ]  |

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| **Equal Opportunities** |
| **Summary** |
| The Valuation Joint Board is committed to the promotion of equality of opportunity. It intends that no job applicant or employee shall receive less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other non job related factor.Through our Equal Opportunities Policy and its implementation, the Valuation Joint Board seeks to ensure that the talents and skills of its employees are utilised to the full, to the benefit of the Board and its employees. |
| **Aims** |
| The Valuation Joint Board aims to ensure that equality of opportunity results in non-discriminatory employment practices:* The recruitment process will result in the selection of the most suitable person for the job. The practices will apply equally to internal and external recruitment arrangements.
* A person specification which defines the qualifications, experience and other skills required in the post, will only include those factors which are necessary and justifiable for the satisfactory performance of the job.
* Staff involved in recruitment and elected members will be familiar with the Equal Opportunities Policy and its implications, as relevant to their responsibilities with the Valuation Joint Board.
* Employees will receive training to help them to perform their jobs effectively. Training programmes, educational and vocational courses leading to qualifications relevant to their career development will be made available to staff in accordance with the business needs of the Board and through our Employee Review & Development programme. The Valuation Joint Board’s commitment to Equal Opportunities will be reflected in positive action to develop employees by training, counselling, and other means, to assist them in achieving their full potential.
* Procedures have been established to address harassment in the workplace, and to inform employees that such harassment is a disciplinary offence. A non-discriminatory working atmosphere will be promoted and maintained.
* There will be no discrimination in terms of conditions of employment, facilities and benefits or potentially disadvantaged groups.  The Depute ERO / Business Manager should be consulted in the establishment of any new or relevant employment policies and procedures.
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| **Employee Responsibilities** |
| Although the primary responsibility for the implementation, development and monitoring of equal opportunities lies with the Board and its Senior Managers, every member of staff has a responsibility to co-operate with the policy and its implementation to ensure equality of opportunity at every level. In particular, employees must:* co-operate with measures introduced to ensure that there is equal opportunity and non-discrimination;
* not discriminate, e.g. as supervisors or as persons responsible for selection decisions in recruitment, promotion, transfer or training;
* not influence or attempt to influence other employees, Trade Unions or management to practice discrimination.  For example, by refusing to accept employees from particular ethnic groups or by refusing to work with a person who has a disability; and
* ensure that the principles of equal opportunities are applied in all dealings with members of the public, and that no actions are taken which could be held to be discriminatory.
* Employees should be aware that any discriminatory behaviour may lead to disciplinary action. It is essential that staff are aware that conduct and behaviour in terms of equal opportunities legislation which they find personally offensive will not be acceptable, and support will be given to these employees feeling disadvantaged, threatened or intimidated in any way.
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