

APPLICATION TO WORK AS AN ELECTION OFFICIAL

Required Knowledge, Skills and Abilities

- To be an impartial and neutral representative on the election team;
- To have excellent verbal communication skills;
- To have basic English literacy and language skills (the person does not have to be a native speaker but should be able to communicate adequately);
- To have basic arithmetic and analytical skills;
- To understand and follow oral directions, written instructions, or checklists;
- To have the stamina and patience to interact with a variety of people throughout a very long day;
- To do repetitive work accurately and efficiently;
- To conduct themselves in a professional and efficient manner;
- To act responsibly and exercise good judgment;
- To have good attention to detail;
- To have good interpersonal skills for dealing with variety of people;
- If applying as a presiding election official, to have some experience supervising people.

Election Official Duties

- Directs voters and provides information on the process
- Confirms identity of voters and issues ballots
- Attends the ballot box
- Registers new voters
- Supervise the ballot box and voting booths
- Other duties as assigned

Presiding Election Official Duties in addition to the duties listed above

- Is responsible for overall management of the voting place
- Supervises the election officials at the voting place
- Deals with any concerns or issues arising at the voting place
- Keeps accurate records of any occurrences or issues
- Other duties as assigned

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NOTICE OF COLLECTION: This collection of personal information is authorized by S.26 of the *Freedom of Information and Protection of Privacy Act* (FIPPA). Information you provide will be used in accordance with Part 3 [Electors and Elections] of the *Local Government Act*. Questions can be directed to: Chief Election Officer, 604.465.5454, or clerks@pittmeadows.ca.

Position Sought:

- ☐ Election Official [\$20 - \$23/hr based on role]
- ☐ Presiding Election Official or Alternate Presiding Election Official [\$32 - \$35/hr based on role]

Name: _____

Address: _____

Phone Number: (Home) _____

(Cell) _____

Email Address: _____

Have you work in an election before:

- ☐ Yes Year(s) _____
- ☐ No

If yes, what type (indicate all that apply):

- ☐ Local Government Which local government _____
- ☐ Provincial
- ☐ Federal

Languages Spoken: _____

Languages Read: _____

Confirm the following statements by checking the box

- ☐ I am at least 18 years old
- ☐ I am entitled to work legally in Canada
- ☐ I have read the details provided on the back of this application;
- ☐ I am not and will not become a candidate, candidate representative or financial agent, or be involved in a campaign for a candidate or an issue that is subject an assent vote during the course of this election.

Signature: _____

Dated: _____