

ELECTION WORKER APPLICATION FORM



Thank you for your interest in working the 2018 Municipal Election. All interested applicants must complete and submit this application form to Legislative Services by **4:30 p.m. on Friday, July 6, 2018.**

DATE RECEIVED

PERSONAL INFORMATION

Last Name:	First Name:	
Street Address:		
City:	Province:	Postal Code:
Home Phone:	Cell Phone:	
Email:		

Are you legally entitled to work in Canada? Yes No

Are you currently employed by the City of Nanaimo? Yes No

May we retain your personal information to contact you for future elections? Yes No

AVAILABILITY – ELECTION DAY

All Election Workers **must be available** to work on Election Day – Saturday, October 20, 2018. Hours of work are 7:30 a.m. to 8:10 p.m. Are you available to work this day? Yes No

If you are not able to work this day, please do not continue with this application.

AVAILABILITY – ADVANCED POLLS

A limited number of positions are also needed for advanced poll days from 7:30 a.m. to 8:10 p.m. Are you available to work on the following days?

1st Advanced Poll – Wednesday, October 10, 2018: Yes No

2nd Advanced Poll – Wednesday, October 17, 2018: Yes No

POSITION PREFERENCE

We are recruiting for the following positions. Please check all positions you are interested in:

- Computer Operator:** responsible for checking in registered resident electors, directing them to the voting book, and directing registered Non-Resident Property Electors to the registration table.
- Voting Machine Operator:** responsible for ensuring that voters insert their ballots into the voting machine, the voting machine accepts the ballot before they leave the voting place, and reading and interpreting error codes on the voting machine.
- Voting Officer:** responsible for ensuring voters sign the voting book, providing ballots to Registered Resident Electors.
- Registration Officer:** responsible for registering Resident Electors, and processing and registering Non-Resident Property Electors.
- Traffic Officer:** responsible for removing campaign signage from within 100m of a voting place, directing voters to the computer check in area, directing voters from the voting booths to the voting machine, and making sure voters leave the voting area after they vote.

The Presiding Election Official may assign other duties as necessary to these positions (i.e. removing election signage at the voting location, other clean up duties, etc).

SKILLS AND ABILITIES

Your answers to the following questions, along with the above position preference, will be used to help determine position placement.

1. What is your level of computer literacy?
 - Basic
 - Intermediate
 - Advanced
 - No computer experience
2. Some positions require sufficient physical strength and agility to perform the work.
 - a. Can you stand for long periods of time (i.e. 2-4 hours with minimal breaks)? Yes No
 - b. Can you lift up to 35 pounds safely and comfortably? Yes No
3. Do you have a valid Class 5 BC Driver's Licence? Yes No
4. Do you have access to the use of a vehicle on election and advanced poll days? Yes No
5. Do you have a valid Occupational First Aid – Level 1 certificate*? Yes No
Expiry date: _____

** One valid certificate holder required at each location*

EDUCATION

	Name of School	Grade Level / Degree / Diploma	Date Completed
Secondary/Highschool			
College/University			
Other			

WORK/VOLUNTEER EXPERIENCE

Do you have previous municipal election experience? Yes No

If yes, please describe date(s), position(s) and location(s):

Do you have previous provincial or federal election experience? Yes No

If yes, please describe date(s), position(s) and location(s):

Do you have supervisory experience? Yes No

If yes, please describe (position title, job duties, number of staff that reported to you, etc):

Please describe any other relevant work and/or volunteer experience:

AVAILABILITY – INTERVIEW

Shortlisted applicants will be contacted and scheduled for an interview on one of the following dates. Please note your availability for each date below (i.e. mornings, evenings, etc.).

<u>Interview Date</u>	<u>Availability</u>
Monday, July 30, 2018	
Tuesday, July 31, 2018	
Wednesday, August 1, 2018	

AVAILABILITY – TRAINING

All Election Workers must attend a training session on one of the following dates. Please note your availability for each date below (i.e. mornings, evenings, etc.).

<u>Training Date</u>	<u>Availability</u>
Monday, October 1, 2018	
Tuesday, October 2, 2018	
Wednesday, October 3, 2018	
Friday, October 5, 2018	
Tuesday, October 9, 2018	

SUBMIT APPLICATION TO:

Legislative Services

City of Nanaimo

Email: elections@nanaimo.ca

Drop off in person: 1st Floor, City Hall (455 Wallace Street)

*We thank all applicants for their interest; however,
only those candidates selected for further consideration will be contacted.*

APPLICANT'S DECLARATION

I certify that all statements in this application are true. I agree and understand that any information that is found to be untrue in this application will cause loss of all right to employment with the City of Nanaimo.

SIGNATURE

DATE

Freedom of Information and Protection of Privacy Act (FOIPPA) Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.