

| Contact Information | |
|-----------------------|--|
| First Name | |
| Last Name | |
| Address | |
| Contact Number | |
| Email Address | |

- Are you a candidate, spouse, parent or child of a candidate or have any direct affiliation with a candidate running?
 - Yes
 - No

- Please indicate all available dates for working the election (multiple selection is allowed):

| | |
|--|--|
| Saturday, October 8 – Advance (9 a.m. – 7 p.m.) | |
| Thursday, October 13 – Advance (9 a.m. – 7 p.m.) | |
| Saturday, October 15 – Advance (9 a.m. – 7 p.m.) | |
| Wednesday, October 19 – Advance (11 a.m. – 9 p.m.) | |
| Monday, October 24 – Advance (9 a.m. – 9 p.m.) | |

- These positions will require that you work for up to 12 consecutive hours. Are you comfortable working for long periods of time?
 - Yes
 - No
- Are you able to lift and carry items weighing 20-30 lbs. (9-13 kg)?
 - Yes
 - No
- Have you worked on a municipal, provincial or federal election before?
 - Yes
 - No

6. If yes, please give the most recent year(s) worked and the position you held.

| Election Work History | | |
|-----------------------|-----------------------------------|----------|
| Year Worked | Federal, Provincial, or Municipal | Position |
| | | |
| | | |
| | | |

7. Do you have a valid Ontario Driver's Licence and do you have a vehicle at your disposal for the days you may be hired for?

- Yes
 No

8. Are you willing to work anywhere in the Town of Georgina?

- Yes
 No

9. Do you have customer service experience?

- Yes
 No

10. Are you able to perform basic mathematic calculations such as adding and subtraction?

- Yes
 No

11. Do you have computer experience?

- Yes
 No

12. Rate your Computer Skills

- Not at all comfortable
 Somewhat comfortable
 Not that comfortable
 Very comfortable

13. How comfortable are you learning new software applications?

- Not at all comfortable
 Somewhat comfortable
 Not that comfortable
 Very comfortable



Application for Election Employment

14. Are you willing to be a stand-by for Election if no other positions are available?

- Yes
 No

Prior to selecting a position please review the attached job description sheet which lists the positions available and an explanation of each job function.

Please indicate each position you are willing to work:

Table with 2 columns: Position Name, and a blank column for selection. Rows include Poll Supervisor, Deputy Returning Officer, Tabulator Officer, Revision Clerk, and Information Officer.

All successful applicants must attend a mandatory training session that will be held in September or early October online or in person depending on position.

The Town of Georgina Vaccination Against COVID-19 Policy and Procedure:

Effective Nov. 1, 2021 all new and eligible employees must be fully vaccinated against COVID-19, prior to their employment start date unless they have a bona fide medical or human rights based exemption. Proof of vaccination will be requested from all successful applicants working at the Georgina 2022 Municipal Election.

Declaration:

I, _____ declare by submitting this application for employment it is, to the best of my knowledge, an accurate statement of the facts. I understand that falsified statements on this application shall be considered sufficient cause for dismissal.

Signature of the applicant

Date

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996, as amended, and will be used to identify and contact election personnel for municipal election employment. The information is protected under Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). For questions related to the collection of this information, contact the Town of Georgina Clerks Division.

Election Job Descriptions

Poll Supervisor – Pay \$350

Duties

- Supervision of the polling location.
- Ensures the conduct and integrity of the voting process is maintained.
- Contact person for the poll location in the event of any problems at the voting location.
- Main point of contact for candidates and/or scrutineers onsite – they will verify candidate identification, and Scrutineer forms.
- Responsible for the overall operation of the poll.
- Supervise and assist other Election Staff. Supervisor should have a general understanding of all positions at the poll and be able to step in to cover positions, as necessary, to allow for breaks, etc.
- Assist in managing the overall flow of electors throughout the poll, stepping in to assist with 'bottle-necking', etc.
- Responsible for the setting up, opening and closing of the voting location.
- Ensure that no campaign material for any candidate is displayed within the voting location or on the exterior of the property.
- Respond to electors' issues/comments/concerns in a professional manner.
- Responsible for ensuring that the final Ballot Summary for each Deputy Returning Officer at your voting location is completed and accurate.
- Transport ballot box(es), and return election supplies to the Georgina Civic Centre at the close of polls.

Deputy Returning Officer (DRO) – Pay \$325

Duties

- Maintain election supplies and forms in an orderly fashion.
- Maintains the integrity of the election process by being thoroughly familiar with the different types of ballots and how to determine the correct ballot for each voter, the function of Proxy Voting and the form and Voter eligibility requirements.

- Responsible for striking voters off the Voters' list and for distributing the appropriate ballot to each elector. Maintains the voter's list throughout the day by locating voter's names using e-poll books.
- With the assistance of the Poll Supervisor, provide curbside voting opportunities to individuals requiring that accommodation.
- Assists in the setting up, opening and closing of the voting location.

Tabulator Officer – Pay \$300

Duties

- Responsible for picking up the vote tabulators and ballot box(es) from the Georgina Civic Centre and transporting them to the poll for election day.
- Ensure that the secrecy of the ballot and the elector are maintained.
- Be knowledgeable on the operation of the vote tabulators and assists electors where necessary.
- Responsible for setting up vote tabulator and ballot box inside the poll and ensure it is in proper working order prior to the opening of the poll.
- Responsible for operating, and troubleshooting the vote tabulator in accordance with their training, and training guide throughout the day.
- Receive completed ballots from voters and run them through the vote tabulator.
- Responsible for return of the vote tabulator and sealed ballot box(es) to the Georgina Civic Centre at the close of polls.
- Assists the Supervisor and other election officials with the set-up, opening and closing of the poll.

Revision Clerk (RC) – Pay \$275

Duties

- Be familiar with the procedures to add/ correct information for qualified electors to the voter's list.
- Assist electors with revision forms as needed and add/revise electors' names on the Voter's list.
- Assist the Supervisor and other election officials with set-up, opening, and closing of the poll.



Information Officer – Pay \$250

Duties

- First point of contact for voters once inside the poll.
- Greets electors and directs them to the DRO or Revision Clerk.
- Will ensure any COVID protocols are followed at the poll.
- Responsible for disinfecting/cleaning as required.
- Helps electors with accessible needs as required (opening doors etc.).
- Assists the Poll Supervisor and other election officials with the set-up, opening and closing of the poll.