



Election Day Employment Application – External

Election Day – Monday October 22, 2018

APPLICATION INFORMATION

Last Name:		First Name:	
Address:			Postal Code:
Email Address:			
Home Phone:	Cell Phone:	Occupation:	

QUESTIONNAIRE

Question	Yes	No
Are you eligible to work in Canada?		
Do you have a valid Driver's Licence, and sole use of a car on Election Day?		
Are you a candidate, candidate's family member? Or a person working on the candidate campaign? Or a registered third party advertiser?		
Are you comfortable using a computer? If yes, how would you rate your skills? Beginner Intermediate Advanced (Circle one)		
Have you worked an election before? If so: Federal, Provincial or Municipal (circle all applicable). Which position(s) have you held? Please list:		
Are you now, or will you be at least 18 years of age on or before October 22, 2018?		
Are you able to lift and carry items weighing approx. 40 lbs?		
Are you available for training in the: Morning Afternoon Evening Anytime		
Language(s) Spoken:		
I am aware of the time commitment (14 hour day on election day), responsibilities and training involved with this position.		
Applicant's Signature:	Date:	

POSITION PREFERENCE

Tabulator Deputy Returning Officer (TDRO)	Deputy Returning Officer (DRO)	Revision Deputy Returning Officer (RDRO)	Information Assistant (IA)
Supervising Deputy Returning Officer (SDRO)			

FOR OFFICE USE ONLY

Location:	Polls:
Position Assigned:	Initials:

The personal information on this form is collected under the authority of the *Municipal Elections Act*. The information is used to process your application for an Election Day position and for aggregate statistical reporting. This document is created and will be maintained as public record. Inquiries about this collection can be directed to the City Clerk's Department at Niagara Falls City Hall, 905-356-7521, ext. #4203 or #4357.

HOW TO SUBMIT YOUR APPLICATION:

CITY OF NIAGARA FALLS – MONDAY, OCTOBER 22ND, 2018

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE CITY CLERK'S OFFICE

Niagara Falls, City Hall – 4310 Queen Street, Niagara Falls, ON L2E 6X5

(Monday to Friday between the hours of 8:30 a.m. and 4:30 p.m.)

The City of Niagara Falls is currently recruiting workers for the following positions:

Revision Deputy Returning Officer (RDRO)

The **Revision Deputy Returning Officer (RDRO)** is responsible for processing and issuing ballots to electors who do NOT have their **Voter Notification Cards (VNC)** or identification as well as assisting electors to revise or add their information. The **RDRO** may also process and issue ballots to electors who have brought their **Voter Notification Cards (VNC)** and identification to the poll.

Responsibilities:

- Assist in set up, opening and closing of the voting location
- Process voters, issue ballots and administers declarations
- Register voters or amend electronic voters' list
- May be required to return supplies to Elections Headquarters
- Computer data entry skills and knowledge mandatory
- **Must** have excellent customer service skills
- **Must** be highly organized and a team player
- Previous election experience an asset

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Deputy Returning Officer (DRO)

The **Deputy Returning Officer (DRO)** is responsible for processing and issuing ballots to electors who have brought their **Voter Notification Cards (VNC)** and identification to the poll.

Responsibilities:

- Assist in set up, opening and closing of the voting location
- Process voters, issue ballots and administers declarations
- May be required to return supplies to Election Headquarters
- Computer data entry skills and knowledge mandatory
- **Must** have excellent customer service skills
- **Must** be highly organized and a team player
- Previous election experience an asset

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Supervising Deputy Returning Officer (SDRO)

The **Supervising Deputy Returning Officer (SDRO)** is responsible for managing poll officials, ensuring the proper conduct of election business, completing the Ballot Statement, phoning results to Election Headquarters and printing the Voters who voted on Election Day for scrutineers.

Responsibilities:

- Set up, open and close the voting location with assistance of staff
- Pick up and returns supplies as well as complete paperwork
- Assist or act as Tabulating Deputy Returning Officer (TDRO) as required
- Computer data entry skills and knowledge mandatory
- **Must** have access to a cell phone and full use of a vehicle on Election Day
- **Must** be able to lift and carry items that weigh up to 40 lbs
- **Must** have excellent customer service and problem solving skills
- **Must** be highly organized and a team player
- Previous election experience is required

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Tabulator Deputy Returning Officer (TDRO)

The **Tabulating Deputy Returning Officer (TDRO)** is responsible for feeding ballots into the **Vote Tabulator** and printing the candidate results tape.

Responsibilities:

- Assist in set up, opening and closing of voting location
- Process ballots in Vote Tabulator
- Generate results and provide official tabulation to Supervising Deputy Returning Officer (SDRO)
- May be required to return Vote Tabulator to Election Headquarters
- **Must** have access and full use of a vehicle on Election Day
- **Must** be able to lift and carry items that weigh up to 40 lbs
- **Must** have excellent customer service skills
- **Must** be highly organized and a team player
- Computer data entry skills and knowledge mandatory

Time Commitment:

- Training – must attend mandatory training session(s)
- Logic and Accuracy post event testing – time and date to be determined
- Prepared to work 14 hours on Election Day

Information Assistant (IA)

The **Information Assistant (IA)** is responsible for greeting electors as they enter the voting location, asking electors if assistance is required, requesting that electors have their **Voter Notification Cards (VNC)** and appropriate identification ready and directing them to the appropriate table.

Responsibilities:

- Assist in set up, opening and closing of voting location
- Greets and directs voters
- Assist with various duties
- **Must** have excellent customer service and public relations skills
- **Must** be a team player

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day