



**The Corporation of the Township of Wellesley**  
 4639 Lobsinger Line, R. R. # 1  
 St. Clements, Ontario N0B 2M0  
 Telephone: 519.699.4611 Fax: 519.699.4540  
**LOCATED AT CROSSHILL, ONTARIO**

**2010 MUNICIPAL ELECTION October 25, 2010**

*Please Print Clearly*

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE NUMBER (day)</b>	<b>(evening)</b>
<b>EMAIL ADDRESS:</b>	

1. Have you worked at a municipal, provincial or federal election before? Circle One  
YES NO

If Yes, indicate the most recent year(s) worked and the position you held and

**PROVINCIAL:** \_\_\_\_\_ years \_\_\_\_\_ position

**FEDERAL:** \_\_\_\_\_ years \_\_\_\_\_ position

**MUNICIPAL:** \_\_\_\_\_ years \_\_\_\_\_ position

2. Do you have transportation on Election Day Monday October 25, 2010? YES NO

3. A limited number of staff is required for Advance Poll days. Please indicate the Advance Poll Day(s) you would be available to work: *Advance poll will be held at the municipal office Crosshill.*

Wednesday October 6, 2010 8:30A.M. to 4:30P.M.

Saturday October 16, 2010 10:00A.M. to 6:00P.M.

4. Please list languages, including English, that you are fluent in: \_\_\_\_\_

5. Do you have customer service experience? YES NO

6. Have you had Accessibility Training under the ODA? Add YES NO

7. List your special skills that would be useful to the Election Process:

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**Positions available are: 1) Deputy Returning Officer 2) Election Official 3) Election Assistant**

All Election personnel are required to attend at least one (1) training session. *Date, time and location to be determined.*

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

Please list by preference which position you would like to be considered for:

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

**Please note that this application does not guarantee placement. If selected for an election position, you will be notified of your poll location and the date and location of your training session.**

If appointed, I understand that I am required to attend a mandatory training session and that I am responsible for my own transportation to and from the training session and my assigned polling venue on Election Day.

I agree that if a family member, or I, become a candidate for Mayor, Councillor or School Trustee that I will immediately notify the CAO/Clerk.

I certify that the statements made in this application are true and correct to the best of my knowledge. I agree that any misrepresentation may cause the withdrawal of any job offer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application are to be returned to: Office of the Election Returning Officer  
 Susan Duke, CAO/Clerk  
 Township of Wellesley  
 519.699.4611 of fax 59.699.4540  
[sduke@township.wellesley.on.ca](mailto:sduke@township.wellesley.on.ca)

**TOWNSHIP OF WELLESLEY – OFFICE USE ONLY**

<b>Date Received:</b>	<b>Received by:</b>		
<b>Position:</b>	<b>Hired:</b>	<b>YES</b>	<b>NO</b>
<b>Training Date:</b>	<b>Location:</b> _____		
	<b>WARD:</b>	<b>POLL</b>	



## 2010 MUNICIPAL ELECTION JOB DESCRIPTIONS

### DEPUTY RETURNING OFFICER

- Overall responsibility for the voting place and the supervision of all election personnel
- Main contact person with the Returning Officer in the event of difficulties
- Pick up of supplies, opening and closing of voting place
- Ensure that no campaign material or literature for any candidate is displayed within the voting place or on the exterior of the property
- Custody and control of ballots
- Custody and control of Voters' List
- Receive certified "Appointment of Voting Proxy" form
- Complete "Deputy Returning Officer Ballot Statement" form
- Count and initial all ballots before distributing
- Check identification of Voters'
- Locate electors names on the Voters' List
- Ensure names of voters are crossed off the Voters' List and voting count maintained
- Count ballots and tabulation sheets / lock ballot boxes
- Responsible for returning the ballots, supplies to the Administration Office at the end of the evening
- Administer Oral Oath (if necessary)
- Must have excellent customer service and problem solving skills

### ELECTION OFFICIAL

- Provide voter with specified ballots
- Direct voters to the appropriate ballot station
- Demonstrate the manner in which ballots are to be completed (if necessary)
- Assist in securing voting place at closing
- Assist DRO with voting count / tabulation sheets
- Backup to the DRO

### ASSISTANT ELECTION OFFICIAL

- Assist with table and voting area setup and closing the voting place
- Assist Electors not on the Voters' List to complete the required form(s)
- Assist people with disabilities (visually impaired / cognitive or hearing impairment)
- Direct voters to the appropriate ballot station
- May be required to pick up additional election supplies for the Returning Officer
- Provide direction to voters to polls
- Assist with general voter questions.

**POSITIONS DO NOT OVERLAP**

**SALARY TO BE ESTABLISHED AT THE EARLIEST OPPORTUNITY**  
**Salary to be competitive with other area Municipalities**

**Note: PLEASE BE AWARE THAT WORKING AT AN ELECTION IS A LONG DAY. ELECTION STAFF IS REQUIRED TO STAY FOR THE DURATION OF THE DAY (from the open of the polling venue to the return of counted votes to the Returning Officer). LUNCH BREAKS and REFRESHMENTS ARE NOT PROVIDED**