

TOWN OF SMITHERS
APPLICATION TO WORK AS AN ELECTION OFFICIAL

Name: _____

Address: _____

Phone Number: (Home) _____ (Cell) _____

Email Address: _____

Have you work in an election before: Yes _____ 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: _____

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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;
- 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; and
- To have good interpersonal skills for dealing with variety of 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