



2024 MUNICIPAL ELECTION
ELECTION WORKER APPLICATION FORM

Individuals interested in applying for election worker positions must demonstrate the following core competencies and be prepared to work long hours:

1. 18 years of age or older
2. Resident of Humboldt
3. Available to work from 8:30 am until completion of ballot count on Monday, November 13th, 2024.
4. Basic literacy skills (reading, neat & legible writing and comprehension)
5. Basic arithmetical skills
6. Basic interpersonal skills, including the ability to exercise impartiality
7. Ability to serve voters that require assistance
8. Ability to perform repetitive tasks
9. Ability to learn in a short time frame

A valid email address is required for all Election workers. Communication to Election workers will be done by way of email. Should you not have an email address, please make note of this on this application and other arrangements may be made.

I am interested in being appointed as an election official for the 2024 Municipal Election.

**The following information is required in order to be considered.*

Name: _____

Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: _____ Email: _____

I would prefer to work as a:

_____ Deputy Returning Officer

_____ Poll Clerk

_____ No Preference



Previous Election Experience:

Skills and Abilities:

I understand that to be hired as an election worker I must be available on Wednesday, November 13th from 8:30am until the completion of the ballot count (estimated 10:00pm)

- Yes No

I understand that I will have to attend a one-hour training session with the Returning Officer (date and time will be determined once all election workers have been hired)

- Yes No

Signature: _____ Date: _____

Applications can be emailed to leisuredirector@humboldt.ca, or dropped off in person at the Humboldt Uniplex or City Hall.

The personal information collected on this form is collected under the authority of Section 24 of *The Local Authority Freedom of Information and Protection of Privacy Act* and will be used to determine suitability of the applicant for hiring as a municipal election worker for contact purposes and payment purposes. For more information, contact the Returning Officer at 306-682-2525.



JOB DESCRIPTIONS

Deputy Returning Officer (Ballot Receiving Officer)

- Election experience preferred
- Must have personal transportation
- Required to work from 8:30 am until completion of the ballot count on Election Day
- Inspect polling place prior to Election polls opening for voting
- Accept ballots within secrecy from voters
- Ensure the secrecy of the ballot is maintained

Poll Clerk (Ballot Issuing Officer)

- No election experience required
- Required to work from 8:30 am until completion of the ballot count on Election Day
- Assist the Deputy Returning Officer in operating the polling place
- Assist the Deputy Returning Officer with greeting voters
- Assist the Deputy Returning Officer in allowing voters to cast their ballots in an orderly fashion
- Register voters and issue ballots
- Monitor voting compartments, complete required forms, keep track of ballots