



Election Official/Staff Application

Applications Due: Monday, August 15, 2022 by 4:00 p.m.

Thank you for your interest in the Township of Severn's 2022 Municipal Elections. Completed application forms can be returned to the Township of Severn Administration Office, 1024 Hurlwood Lane or by email to hr@severn.ca.

Voting/Election Day: Monday, October 24, 2022

Advance Voting Days: Saturday, October 15, 2022 & Wednesday, October 19, 2022

Part 1 – Personal/Contact Information <i>(Print clearly in space provided.)</i>	
First Name	Last Name
Mailing Address	
City/Town	Postal Code
Home Phone	Cell Phone
Ward	E-Mail Address

Part 4 – Preferred Election Position <i>(rank preference 1 to 5 with 5 being least preferred) (interviews & testing to be done)</i>	Rank
Poll Supervisor (3): Responsible for overall operation of the voting location including overseeing all staff, dealing with issues, regular communication with the Returning Officer. Has authority to redistribute staff within the voting location as needed. <i>(prior election experience required, computer skills required)</i>	
Deputy Returning Officer (5): Responsible for electronic voter strike off using computer and barcode scanner, additions/changes to the voters, providing paper ballots or ipad/tablet to voter <i>(prior election experience required, computer skills required)</i>	
Election Official (5): Assists the Deputy Returning Officer with all responsibilities list above <i>(prior election experience preferred, computer skills required)</i>	
Tabulation Official (3): Responsible for all aspects of the setup, operation and shut down of the tabulator at the poll as well as providing assistance to voters <i>(prior election experience preferred, computer skills preferred)</i>	
General Election Official (Greeter/Floater) (7): Responsible for greeting voters and providing general assistance. Also acts as backup for any other positions to provide lunch and break coverage <i>(no election experience required, computer skills preferred)</i>	

Part 3 – General Information & Availability <i>(Check Yes or No)</i>	Yes	No
Are you a candidate, the spouse or family member of a candidate or actively involved in the campaign of a candidate running in the 2022 Municipal Election in (name of municipality)		
Have you worked on a municipal election before?		

Do you have a valid driver's licence?		
Will you have a car at your disposal on Voting Day – October 24?		
Are you available to work the Advance Vote – October 15 (9:00 a.m. to 4:00 p.m.)?		
Are you available to work the Advance Vote – October 19 (2:00 p.m. to 9:00 p.m.)?		
Are you comfortable operating a computer and navigating a website?		

Part 4 – Training & Availability	Yes	No
Once selected for a position, attendance at an election training session is mandatory for all election personnel. What is the best time for you to attend a training session?		
Thursday, October 6 – 9:00 a.m. to 12 noon		
Thursday, October 6 – 1:00 p.m. to 4:00 pm.		
Friday, October 7 – 9:00 a.m. to 12 noon		
Friday, October 7 – 1:00 p.m. to 4:00 p.m.		

Part 5 - Declaration	
I declare that the information provided by me in this application for employment 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 of dismissal.	
Signature	Date

Part 6 (Office Use Only)	
Home Voting Subdivision	
Assigned Voting Place	Assigned Position

- The telephone numbers & emails of election personnel will be shared with voting place staff for contact purposes only.
- Election personnel are asked to vote online or on one of the scheduled advance voting days.

Township of Severn
c/o Michelle Prophet-Healy, Manager of Human Resources/Health & Safety
P.O. Box 159
Orillia, Ontario - L3V 6J3
Phone: (705) 325-2315

hr@severn.ca
Fax: (705) 327-5818

The Township of Severn is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-Ordinator at the Township of Severn.

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols, and Public Health Guidelines and must provide Proof of COVID 19 Vaccination.