



**2010 Municipal Elections
Monday, October 25, 2010**

Election Personnel

The City of Pickering is once again looking for citizens to assist in the 2010 Municipal Elections, to be held on Monday, October 25, 2010. We are looking for people to fill positions as Ballot Tabulation Officers, Deputy Returning Officers, and Poll Clerks. If you are interested in helping the City with the 2010 Municipal Elections please complete the Election Official Application in full and return it to the Clerk's Office in person.

Please keep in mind the following factors when completing your application:

- Election staff must be a minimum of 18 years of age and cannot be a candidate or spouse of a candidate.
- All election staff must arrive at their voting locations no later than 9:15 a.m. and remain there until approximately 9:30 p.m.
- Election staff may not leave the voting location at any time during the election process.
- All voting locations are considered "Non-Smoking".
- There is no guarantee that individuals will be placed in their particular ward of residence. Applicants must be able to accept a position at any location within the municipality, although all efforts will be made to place individuals close to their residence.
- All Election Day staff are required to attend a mandatory training session prior to Voting Day.

Available Positions

- **Ballot Tabulation Officer (BTO)** – The person responsible for the operation of the vote counting equipment and the safekeeping of the marked ballots and election results. The BTO wage for Election Day will be \$200.00 (must be able to lift 25 pounds).
- **Deputy Returning Officer (DRO)** – The person responsible for ensuring that all eligible voters who wish to vote get the opportunity to do so. The DRO hands out the ballots, instructs voters on how to vote and issues oral Oath of Qualification when required. The DRO wage for Election Day will be \$200.00 (must be able to lift 25 pounds).
- **Poll Clerk** – The person hired to assist the Deputy Returning Officer. The Poll Clerk wage for Election Day will be \$175.00.

How to Apply

Complete the application and deliver, in person, to the Clerk's Office at the Civic Complex, One the Esplanade, Pickering between 8:30 a.m. and 4:00 p.m., Monday to Friday starting on **Monday, August 9th**. Please allow at least 30 minutes of your time for a short interview that will be given to all applicants.

Note: faxed or emailed applications will not be accepted. The applicant must deliver his/her application in person.

Successful applicants will be notified by mail early September.



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Election Official Application

Thank you for your interest in the 2010 Municipal Elections to be held in the City of Pickering. Completed application forms must be returned in person, by the applicant, to the Clerk's Office, City of Pickering, One The Esplanade.

Hours of Work: 9:00 a.m. until approximately 9:30 p.m.

Part I (Print clearly in space provided)				
Surname		Given Names		
Mailing Address				
City/Town	Postal Code	Home Phone	Business Phone	
Part II (Check Yes or No)			Yes	No
Are you a candidate or the spouse of a candidate running in the 2010 Municipal Election in the City of Pickering?				
Have you worked on a federal, provincial, or municipal election before? (If yes, describe experience)				
Do you have a valid driver's licence?				
Will you have a car at your disposal on Voting Day?				
Are you willing to work anywhere in the City?				
Do you know how to use a computer?				
Do you feel comfortable using automatic vote counting equipment?				
Part III (Check preference)				
I would prefer to work in the following position				
<input type="checkbox"/> BTO	<input type="checkbox"/> DRO	<input type="checkbox"/> Poll Clerk	<input type="checkbox"/> No preference	
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 for dismissal. If appointed, I understand that I will be required to attend a training session as well as pick-up and return election supplies on the dates required.				
Signature			Date	
Part IV – For Office Use Only				
Home Voting Subdivision		Assigned Voting Subdivision		
Assigned Voting Place		Assigned Position		
Comments:				

Personal information collected on this form is collected under the authority of the *Municipal Elections Act, 1996* and is used to determine eligibility for employment. Telephone numbers of election personnel may be shared with voting place staff for contact purposes only. Questions regarding this collection should be directed to the Clerk's Office, One The Esplanade, Pickering, Ontario, L1V 6K7 (905) 420-4611.