

Thank you for your interest in working the Municipal Election. All interested applicants must complete and submit this application form to election@northcowichan.ca by 4:00 p.m. on Friday, January 31, 2025.

PART 1: Personal Information

Last Name:	First Name:
Street Address:	
Home Phone:	Cell Phone:
Email:	

Do you prefer to be contacted by: Phone Text Email

May we retain your personal information to contact you for future elections? Yes No

What languages do you speak, other than English? _____

What languages do you read, other than English? _____

Which location would you like to work from? (Check all that apply)

- Municipal Hall
 Chemainus Firehall
 Crofton Firehall
 Maple Bay Firehall
 Cowichan Community Centre

All Election Officials **must be available** to work on **General Voting Day** – Saturday, April 12, 2025 from 7:00 am to 8:15 pm. Are you able to work the entire day? Yes No

There are a limited number of positions needed for the **Advance Voting opportunities**, are you available to work on the following days?

- 1st Advance Voting Day (Wednesday, April 2, 2025) all day (8am to 8pm) partial day, from _____ to _____
 2nd Advance Voting Day (Tuesday, April 8, 2025) all day (8am to 8pm) partial day, from _____ to _____

PART 2: Duties and Responsibilities

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 (the person does not have to be a native speaker but should be able to communicate adequately);
- 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;
- To have good interpersonal skills for dealing with a variety of people;
- To be able to communicate orally in another language (not required); and
- To be able to communicate in writing in another language (not required).

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

PART 3: Previous Election Experience

Have you ever worked in an election before? Yes No

If yes, which type (check all that apply):

Federal Provincial Local Government If yes, where: _____

If your experience was related to a local government election, which position did you hold?

(Check all positions that apply and the year(s) that you were appointed to that position)

<input type="checkbox"/> Presiding Election Official	<input type="checkbox"/> 2022	<input type="checkbox"/> 2018	<input type="checkbox"/> 2014	<input type="checkbox"/> 2011	<input type="checkbox"/> 2008
<input type="checkbox"/> Alternate Presiding Election Official	<input type="checkbox"/> 2022	<input type="checkbox"/> 2018	<input type="checkbox"/> 2014	<input type="checkbox"/> 2011	<input type="checkbox"/> 2008
<input type="checkbox"/> Election Official	<input type="checkbox"/> 2022	<input type="checkbox"/> 2018	<input type="checkbox"/> 2014	<input type="checkbox"/> 2011	<input type="checkbox"/> 2008

Have you ever worked in a municipal election for the District of North Cowichan, if yes, from which location?

<input type="checkbox"/> Municipal Hall	<input type="checkbox"/> Chemainus Seniors Centre	<input type="checkbox"/> Crofton Elementary School
<input type="checkbox"/> Maple Bay Elementary School	<input type="checkbox"/> Mt. Prevost Middle School	<input type="checkbox"/> Quamichan Middle School

I confirm that the following statements are true by checking the boxes:

- I am at least 18 years old;
- I am a young adult (student) between the ages of 14 and 17 years of age;
- I am entitled to legally work in Canada;
- I have read the details in PART 2 of this application; and
- 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 to an assent vote during the course of this election.

By signing this form, I am certifying that all statements in this application are true.

Signature: _____

Date: _____

Personal information is collected by North Cowichan under section 26 (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the 2025 by-election. Please direct any questions about personal information to North Cowichan's Privacy Officer at privacy@northcowichan.ca or 250.746.3100.

For more information on the 2025 by-election and working as an election official visit www.northcowichan.ca/election