

## TOWNSHIP OF WAIN FLEET - ELECTIONS 2022

### JOB DESCRIPTION

#### POLL CLERK



Pursuant to the Municipal Elections Act, 1996, the following general duties and responsibilities shall be carried out by the Election Official as appointed by the Clerk to assist in the conduct of the municipal election. The various tasks shall be undertaken in accordance with the law as well as training and instructions provided by the Clerk.

#### DUTIES AND RESPONSIBILITIES:

1. Administer declarations on elections forms.
2. Perform election related clerical duties, as required.
3. Respond to public inquiries.
4. Distribute election information and forms.
5. Receive and administer election forms, including Proxy Vote forms
6. Assist the Clerk with revisions to the List of Electors
7. Assist the Clerk with election night responsibilities and duties.
8. Assist the Clerk with any other duties as assigned.
9. Attendance at training session(s), if required.

## TOWNSHIP OF WAINFLEET - ELECTIONS 2022

### JOB DESCRIPTION

#### ELECTION ASSISTANT



Pursuant to the Municipal Elections Act, 1996, the following general duties and responsibilities shall be carried out by the Election Assistant as appointed by the Clerk to assist in the conduct of the municipal election. The various tasks shall be undertaken in accordance with the law as well as training and instructions provided by the Clerk.

#### DUTIES AND RESPONSIBILITIES:

1. Perform election related clerical duties, as required.
2. Respond to public inquiries.
3. Distribute election information and forms.
4. Assist the Clerk with revisions to the List of Electors
5. Assist the Clerk with election night responsibilities and duties.
6. Assist the Clerk with any other duties as assigned.
7. Attendance at training session(s), if required.

# MUNICIPAL ELECTION 2022 APPLICATION FOR EMPLOYMENT



31940 HIGHWAY 3, WAINFLEET, ONTARIO, L0S 1V0  
Phone (905) 899- 3463 ext 275, Fax (905) 899- 2340, Email [mciuffetelli@wainfleet.ca](mailto:mciuffetelli@wainfleet.ca)

**ARE YOU A CANDIDATE OR THE SPOUSE OF A CANDIDATE OR AN IMMEDIATE FAMILY MEMBER OF A CANDIDATE OR A THIRD PARTY ADVERTISER IN THE 2022 MUNICIPAL ELECTION?**

**(CIRCLE ONE)**

YES                      NO

**NOTE: IF YOU ANSWERED YES TO THE ABOVE NOTED QUESTIONS**

Please be advised that a Candidate and/ or a Candidate's Spouse and/ or an immediate family member of a Candidate running in the municipal election and/or a Third Party Advertiser is not permitted to work for the Election Office.

**IF YOU ANSWERED NO TO THE ABOVE NOTED QUESTIONS** – Please proceed.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ELECTION EXPERIENCE (CIRCLE ONE OF EACH)**

MUNICIPAL    YES    NO    What position? \_\_\_\_\_

PROVINCIAL    YES    NO    What position? \_\_\_\_\_

FEDERAL    YES    NO    What position? \_\_\_\_\_

**POSITION PREFERRED (CIRCLE ONE)**

POLL CLERK

ELECTIONS ASSISTANT

GREETER

ARE YOU 18 YEARS OF AGE OR OLDER?	YES	NO
ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?	YES	NO
ARE YOU ABLE TO READ/ SPEAK/ UNDERSTAND ENGLISH?	YES	NO
ARE YOU ABLE TO READ/ SPEAK/ UNDERSTAND FRENCH?	YES	NO
I AM ABLE TO WORK FROM 9:00AM ON MONDAY, OCTOBER 24, 2022 TO AFTER THE POLLS HAVE CLOSED AT 8:00PM AND UNTIL ALL OF MY DUTIES HAVE BEEN COMPLETED.	YES	NO

PLEASE ADVISE IF YOU HAVE ANY SPECIFIC ACCOMMODATION REQUIREMENTS (please specify):

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I declare that the information provided by me in this application for employment is, to the best of my knowledge, an accurate statement of facts. I understand that falsified statements on this application shall be considered sufficient cause for dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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We thank all applicants that apply; however, only successful applicants will be contacted further by this office after receipt of their application.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and is solely for the purpose of appointing personnel for Voting Day position for the 2022 Municipal Election as require under the Municipal Elections Act R. S.O. 1990, Chapter M. 53. Questions about the collection of personal information should be directed to:  
Township Deputy Clerk, Township of Wainfleet, 31940 Highway 3, Wainfleet, ON, L0S1V0,  
(905) 899- 3463, ex. 275.

**PLEASE NOTE: All election workers must attend a two hour mandatory training session during regular office hours.**