



APPLICATION FOR EMPLOYMENT

Election Officer Trainer

Directions to Applicant: Complete every question. Your application must clearly demonstrate how you meet the criteria outlined in this application. Please provide relevant and detailed examples of how you meet the required experience, skills and abilities. Please include work experience, unpaid positions, and volunteer experience. Be thorough. Incomplete applications may not be considered in the selection process.

Save this form to your computer desktop, then complete it and submit it with a current resume by e-mail to Elections Alberta at: jobs@elections.ab.ca.

Note: References will be requested if you are invited to an interview.

Please include your last name in the application file name and e-mail subject line.

Part 1 - Applicant Contact Information

First Name:	Last Name:
Civic/Geographic Address:	Mailing Address (if different):
City/Town:	Postal Code:
Email:	Contact Telephone Number:

For office use only

Date Received: _____

Electoral Division of Applicant:

Part 2 – Eligibility Requirements

In accordance with section 46 of the *Election Act*, the following persons shall not be appointed or act as election officers:

- persons who are not electors;
- members of the Parliament of Canada;
- members of the Legislative Assembly;
- councillors under the *Municipal Government Act*;
- trustees of a board of trustees under the *School Act*;
- candidates;
- official agents;
- judges of federal or provincial courts;
- persons who have within the immediately preceding 10 years been convicted of an indictable offence where the penalty that may be imposed for that offence is greater than 2 years' imprisonment.

☐ I attest that none of the disqualifications specified in section 46 of the *Election Act* apply to me. (Please check the box to indicate that you have read and comply.)

Part 2 A – Conditions of Employment

The *Election Act* requires prohibition against political activity.

No person who has been appointed as an election officer trainer may

- (a) engage in political activity on behalf of any political party, candidate, or constituency association, or
 - (b) make a contribution under the *Election Finances and Contributions Disclosure Act*,
- while the person is so appointed or acting.

In the event that you are appointed as an election officer trainer, do you consent to these conditions?

Yes ☐ No ☐

Part 3 – Qualifications

As an election officer trainer, we are looking for people with the following skills:

- excellent oral and written communication skills in the English language;
- recruitment experience;
- knowledge and experience of adult learning and assessing student performance;
- excellent organizational skills;
- attention to detail/accuracy;
- computer literacy;
- professional phone manner; and
- time management skills - ability to prioritize, meet deadlines and multi-task.

You must be able to:

- work well as a team;
- have the ability to follow instructions;
- prepare and schedule training programs;
- be diplomatic; and
- read maps and have familiarity with your electoral division.

A – Education

What is the highest level of education you have attained?

Grade 12 ☐

Degree or Diploma ☐

Please describe:

Post Graduate ☐

Professional certification or designation ☐

Please describe:

B – Election-Related Experience

Indicate all election experience you have below. Include paid and volunteer work.

Election:	Position Title:
Location:	Year:

Election:	Position Title:
Location:	Year:

Election:	Position Title:
Location:	Year:

Do you have census or enumeration experience? Yes ☐ No ☐

If yes, please describe.

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C - Relevant Work Experience

The following are important skills for an election officer trainer. Please describe any experience you have in each category. Include examples of all relevant paid, unpaid, volunteer, or community service that demonstrate your level of competence. Please be specific: include the name of the organization and dates of involvement.

Knowledge of the Electoral Division in Which You Reside.

What do you know about the demographics, composition, and distinguishing characteristics of your electoral division?

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Experience in Delivering Training to Others

What experience do you have in planning, scheduling and delivering training sessions or providing training to others?

Experience in Delivering Training to Adults

What experience have you had experience in adult learning?

Office Experience

Do you have experience in scheduling and/or organizing work processes? Do you have experience working with tight timelines?

Public Speaking

What experience do you have in public speaking?

General Computer Literacy, Including Word Processing, Data Entry, and Spreadsheets

What experience do you have using computers? Describe your technology background and your comfort level with Microsoft Office software and web-based applications.

Part 4 – Additional Information

Provide any additional information which you consider relevant to this application that will assist the selection committee in evaluating your application. This may include community organizations, activities, hobbies or sports in which you are involved. Attach additional pages if necessary.

Applicant Declaration

I certify that all information provided in this application is true and complete. I understand that if any information in this application is found to be untrue or incomplete, my application may be rejected and if I am hired, I may be dismissed.

I understand that an election officer trainer must abstain from engaging in partisan political activities of any kind and I agree and commit to becoming and remaining non-partisan for as long as I hold my appointment.

I am available days, evenings and weekends during the election period to plan, organize and deliver training programs, and to recruit, hire and schedule training for election officers.

Name: _____ Date: _____