



# APPLICATION FOR EMPLOYMENT

## Administrative Assistant

**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](mailto: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.)

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## Part 2 A – Conditions of Employment

The *Election Act* requires prohibition against political activity.

No person who has been appointed or is acting as administrative assistant 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 administrative assistant, do you consent to these conditions?

Yes       No

### Part 3 – Qualifications

As an administrative assistant, we are looking for people with the following skills:

- excellent organizational skills;
- attention to detail/accuracy, excellent spelling and proofreading skills;
- professional phone manner;
- excellent communication skills, clarity in speaking and writing in the English language; 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;
- 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:

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Post Graduate

Professional certification or designation

Please describe:

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#### 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.

**C - Relevant Work Experience**

The following are important skills for administrative assistants. 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?

**Recruitment Experience**

Do you have experience in recruiting and selecting staff?

**Office Management Experience**

Describe your experience in providing administrative/clerical support duties such as entering, retrieving and updating data. Do you have experience in scheduling and/or organizing work processes?

**Experience Dealing With the Public**

Describe any experience you have working with the public, both in person and by phone.

**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 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 administrative assistants 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 for the 28 day election period, to be called sometime between March 1, 2019 and May 31, 2019. I am also available for the week following the election as required.

Name: \_\_\_\_\_ Date: \_\_\_\_\_