



The City Above Toronto

2141 Major Mackenzie Drive
Vaughan, Ontario L6A 1T1
Telephone: 905 832 8504
Fax: 905 832 8535



**APPLICATION FOR EMPLOYMENT IN THE CITY OF VAUGHAN MUNICIPAL ELECTION
MONDAY, NOVEMBER 13, 2006**

Please do not apply unless you have every intention of fulfilling these duties.

A training session for all election officials is mandatory. Training sessions will be held late October/early November. Successful applicants will be contacted nearer the date to schedule training.

Surname (PLEASE PRINT) _____ First Name _____

(Address) No. _____ Street _____ Apt. No. _____

Town/City _____ Postal Code _____

Home Phone No. _____ Bus. Phone No: _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES ___ NO ___

ELECTION EXPERIENCE/QUALIFICATIONS

MUNICIPAL YES ___ NO ___ what capacity? _____
PROVINCIAL YES ___ NO ___ what capacity? _____
FEDERAL YES ___ NO ___ what capacity? _____

OTHER: _____

POSITION APPLYING FOR **2006 PAY SCHEDULE**
(See page 2 for job descriptions) Includes Training Session

___ Managing Deputy Returning Officer (MDRO) \$200.00
___ Deputy Returning Officer (DRO) \$180.00
___ Revision Officer (RO) \$150.00

If the position you have indicated above is not available, would you be interested in being placed in any other position? YES ___ NO ___

WILL YOU HAVE ACCESS TO A CAR ON ELECTION DAY? YES ___ NO ___

WHAT AREA OF THE CITY DO YOU PREFER TO WORK IN? _____
(NOTE: We will try to accommodate your request however, it is not always possible.)

Are you available to work during the Advance Voting Days:

___ Nov 4/06; ___ Nov 5/06; ___ Nov 6/06; ___ Nov 7/06; ___ Nov 8/06; ___ Nov 9/06

Date: _____ Signature: _____

FOR OFFICE USE ONLY
DATE RECEIVED: _____ POSITION: _____
POLL: _____ WARD: _____ VOTING FACILITY: _____

Please mail completed application form to the City of Vaughan, Clerk's Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, or fax to the Clerk's Department at 905-832-8535 or drop it off in the Clerk's Department.

For further information contact the Clerk's Department at 905-832-8504

****WE THANK ALL APPLICANTS, HOWEVER ONLY THOSE SELECTED WILL BE CONTACTED****

To be eligible to work, you must:

- be a minimum of 18 years of age on or before November 13, 2006;
- not be a candidate, or spouse of a candidate, running for office in Vaughan;
- attend a mandatory training session;
- be prepared to arrive at your designated voting place no later than 9:15 am on voting day and remain there after voting closes at 8:00 pm and all duties have been completed.

Managing Deputy Returning Officer (MDRO) responsibilities include, but are not limited to, the following:

- ensures and maintains proper conduct at the voting place;
- supervises opening and closing of polls at voting place;
- supervises all administrative and voting procedures;
- administers appropriate oaths;
- verifies identification provided by the voter;
- provides voter with an Application to Amend the Voters' List, if required;
- processes declaration of citizenship, if required;
- directs voter to the appropriate election official or voting station, as necessary;
- returns election supplies to designated location subsequent to the close of the voting place (if required); and
- provides back-up assistance, as necessary, to election officials at the voting place.

Deputy Returning Officer (DRO) responsibilities include, but are not limited to, the following:

- sets up voting place;
- opens and closes polls at voting place;
- all opening and closing administrative procedures;
- reviews identification provided by the voter;
- provides voter with an Application to Amend the Voters' List or directs voter to the Revision Officer, if necessary;
- processes declaration of citizenship or directs voter to the Revision Officer, if necessary;
- locates and crosses off voter's name on the Voters' List;
- issues appropriate ballot to voter;
- instructs voter on voting procedure if requested by the voter;
- administers appropriate oaths;
- assists incapacitated voters as required;
- returns election supplies to designated location subsequent to the close of the voting place; and
- provides back-up assistance, as necessary, to election officials at the voting place.

Revision Officer (RO) responsibilities include, but are not limited to, the following:

- assists in the set-up of voting place;
- verifies identification provided by the voter;
- checks the Voters' List for the voter's name;
- provides voter with an Application to Amend the Voters' List, if required;
- processes declaration of citizenship, if required;
- administers appropriate oaths;
- directs voter to the appropriate election official or voting station; and
- assists with close of voting place.