



ELECTIONS BC
A non-partisan Office of the Legislature

APPLICATION FOR EMPLOYMENT

DISTRICT ELECTORAL OFFICER AND/OR DEPUTY DISTRICT ELECTORAL OFFICER

PLEASE PRINT IN BLOCK LETTERS OR TYPE

DIRECTIONS TO APPLICANTS

This document is an application form for individuals seeking employment as a District Electoral Officer (DEO) and/or Deputy District Electoral Officer (DDEO) with Elections BC. **This is an application only**; it is not a guarantee of employment.

Please read all parts of this application form carefully.

Complete every question on this application form and provide as much detail as possible. Your application must clearly demonstrate how you meet all of the criteria outlined. Provide relevant and detailed examples of how you meet the required experience, skills, and abilities. If there is insufficient space in any section, attach extra sheets as required. Be thorough — incomplete applications may not be considered.

Submission of a resume along with this application form is optional.

Send a completed application form to Elections BC by mail, email, or fax. Plan ahead to ensure Elections BC receives your application form prior to the application deadline of **January 6, 2008**.

Submit your original, signed application form to:

Elections BC

District and Deputy District Electoral Officer Recruitment

Mailing address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

Phone: (250) 387-5305 or Toll-free 1-800-661-8683 / TTY 1-888-456-5448 | Fax: (250) 387-3578 or Toll-free Fax: 1-866-466-0665

Email: electionsbc@elections.bc.ca | Website: <http://www.elections.bc.ca>

Before sending your application, please carefully review the **Privacy Notice Statement** and **Applicant Declaration** below.

Confirm your acceptance by signing in the space provided below. **We recommend that you print these statements for future reference, as they contain important information.**

PRIVACY NOTICE STATEMENT

Elections BC collects, uses and discloses personal information in accordance with the *Election Act, Freedom of Information and Protection of Privacy Act* and other applicable legislation. We collect personal information about you only when you voluntarily provide it.

We use this information only for its original intended purpose(s). Elections BC makes every effort to protect personal information against loss and unauthorized access. We retain personal information only as long as necessary to fulfill its intended purpose(s) and to comply with applicable legislation.

Elections BC will use the personal information you provide in this application form to determine your suitability for employment. Access to your personal information is restricted to selected employees.

APPLICANT DECLARATION

I certify that the 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 all election officials must abstain from engaging in partisan political activities of any kind and must not be a member of, an employee of, hold a position with or contribute to a political party, a constituency association, a candidate or a person seeking to be a candidate. I understand that I must declare and relinquish these affiliations as a condition of employment if appointed.

I give my consent to Elections BC to obtain references about my past work performance from my current and previous employers as a condition of being considered for employment.

By indicating your acceptance, you are confirming that you understand, accept the terms and conditions as set out, and agree to comply with the privacy notice statement, information release and applicant declaration as they pertain to the application, and are now ready to provide your personal information in accordance with them.

Print Name

Signature

Date

Authorization is required and this application is not valid unless your name, as authorization, is signed or written in the signature space provided. An application submitted electronically is not valid unless your name is typed into the signature space provided.



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574 (07/10)

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APPLICANT CONTACT INFORMATION

FIRST NAME		LAST NAME	
MAILING ADDRESS			
CITY/TOWN	PROVINCE	POSTAL CODE	PHONE NO. ()
EMAIL			

POSITION

I am applying for the position of:

District Electoral Officer

Deputy District Electoral Officer

Either position

ELIGIBILITY

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| I am a legally entitled to work in British Columbia. | YES | NO |
| I have the ability to be a non-partisan representative of Elections BC. | YES | NO |
| I am able to travel efficiently in the electoral district(s) I wish to work in. | YES | NO |
| Under the <i>Election Act</i>, certain individuals must not be appointed, accept appointment or act as an election official. Check the appropriate box to confirm or deny the following statements. | | |
| I am a member of the Legislative Assembly or of the Executive Council of British Columbia. | YES | NO |
| I have served as a member of the Legislative Assembly of British Columbia. (District Electoral Officers and Deputy District Electoral Officers must not have served as an MLA in the session immediately before the election, or in the session then being held, if the election takes place during a session of the Legislature). | YES | NO |
| I am a member of the House of Commons of Canada, of the Senate of Canada or of Her Majesty's Privy Council of Canada. | YES | NO |
| I am a master, registrar, district registrar or deputy district registrar of the Supreme Court. | YES | NO |
| I have been convicted of an offence under the <i>Election Act</i> or the <i>Recall and Initiative Act</i> within the period of 7 years immediately before the appointment. | YES | NO |
| I am, or I intend to be, a candidate or a candidate representative in an upcoming election. | YES | NO |

AVAILABILITY

District Electoral Officers and Deputy District Electoral Officers must be available part-time during the period of their appointment to attend training and carry out assignments as directed by Elections BC to prepare for an election and/or referendum. During an election or referendum, they must be available full time to open and operate their district electoral office and conduct the event.

For the 2008/2009 period, we anticipate that appointees must be available for the following dates. Please place a check mark to indicate that you are available for the period of time specified. If your availability is insufficient to conduct the duties required of you, you may not be appointed as a District or Deputy District Electoral Officer.

- | | |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Full time from April 2009 to June 2009 for the general election and referendum | 1 to 2 days in April 2008 for orientation and training |
| Part-time from April 2008 to April 2009 for project work (approximately 100 hours) | 3 to 4 days in November 2008 for training |
| For unscheduled electoral events such as by-elections from the date of my appointment until November 2009 | 3 to 4 days in January 2009 for training |
| | 3 to 4 days in March 2009 for training |
| | 1 to 2 days in October 2009 for de-brief |



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LOCATION

There are vacancies for DEO and DDEO positions across the province. Refer to the list and maps of the current electoral districts when applying. These can be found on the Elections BC website at: <http://www.elections.bc.ca/map/ed1999.html>.

Please note that the boundaries of all provincial electoral districts are currently under review. New boundaries may be adopted prior to the 2009 General Election. We anticipate that approximately 87 DEO and 95 DDEO positions will be available. DEOs and DDEOs will be appointed to any new electoral districts, after these are adopted by the Legislative Assembly.

Please indicate the electoral district(s) in which you wish to work. **You need only submit one application.**

- | | | |
|---------------------------|-------------------------------|--------------------------|
| Abbotsford-Clayburn | Nanaimo | Surrey-Newton |
| Abbotsford-Mount Lehman | Nanaimo-Parksville | Surrey-Panorama Ridge |
| Alberni-Qualicum | Nelson-Creston | Surrey-Tynehead |
| Bulkley Valley-Stikine | New Westminster | Surrey-Whalley |
| Burnaby-Edmonds | North Coast | Surrey-White Rock |
| Burnaby North | North Island | Vancouver-Burrard |
| Burnaby-Willingdon | North Vancouver-Lonsdale | Vancouver-Fairview |
| Burquitlam | North Vancouver-Seymour | Vancouver-Fraserview |
| Cariboo North | Oak Bay-Gordon Head | Vancouver-Hastings |
| Cariboo South | Okanagan-Vernon | Vancouver-Kensington |
| Chilliwack-Kent | Okanagan-Westside | Vancouver-Kingsway |
| Chilliwack-Sumas | Peace River North | Vancouver-Langara |
| Columbia River-Revelstoke | Peace River South | Vancouver-Mount Pleasant |
| Comox Valley | Penticton-Okanagan Valley | Vancouver-Point Grey |
| Coquitlam-Maillardville | Port Coquitlam-Burke Mountain | Vancouver-Quilchena |
| Cowichan-Ladysmith | Port Moody-Westwood | Victoria-Beacon Hill |
| Delta North | Powell River-Sunshine Coast | Victoria-Hillside |
| Delta South | Prince George-Mount Robson | West Kootenay-Boundary |
| East Kootenay | Prince George North | West Vancouver-Capilano |
| Esquimalt-Metchosin | Prince George-Omineca | West Vancouver-Garibaldi |
| Fort Langley-Aldergrove | Richmond Centre | Yale-Lillooet |
| Kamloops | Richmond East | |
| Kamloops-North Thompson | Richmond-Steveston | |
| Kelowna-Lake Country | Saanich North and the Islands | |
| Kelowna-Mission | Saanich South | |
| Langley | Shuswap | |
| Malahat-Juan de Fuca | Skeena | |
| Maple Ridge-Mission | Surrey-Cloverdale | |
| Maple Ridge-Pitt Meadows | Surrey-Green Timbers | |



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ELECTION EXPERIENCE

Indicate all election experience you may have. Include paid work and volunteer work. Please be as specific as possible. Attach additional pages if necessary.

ELECTION	POSITION TITLE
LOCATION	YEAR

ELECTION	POSITION TITLE
LOCATION	YEAR

ELECTION	POSITION TITLE
LOCATION	YEAR

Do you have census experience? YES NO

If yes, please describe:

Do you have enumeration experience? YES NO

If yes, please describe:

GENERAL WORK EXPERIENCE

The following are important skills for the position of District Electoral Officer and Deputy District Electoral Officer. Please describe any experience you have in each category. Include all relevant paid, unpaid, volunteer, or community service. Please be specific, including the name of the organization and dates of involvement. Attach additional pages if necessary.

KNOWLEDGE OF THE ELECTORAL DISTRICT(S) YOU ARE APPLYING TO WORK IN

What do you know about the demographics, composition, and distinguishing characteristics of the electoral district(s) you are applying to work in? How have you obtained this knowledge? Do you have local contacts in the community?



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MANAGERIAL/SUPERVISORY EXPERIENCE

What management roles have you held? Have you supervised staff? How many staff did you supervise? Do you have experience in recruiting and selecting staff?

OFFICE MANAGEMENT EXPERIENCE

What experience do you have using office equipment such as fax machines, photocopiers, and computers? Do you have experience in scheduling staff and/or organizing work processes?

EXPERIENCE IN DELIVERING TRAINING TO OTHERS

What experience do you have in delivering training sessions or providing training to others?

PUBLIC SPEAKING

What experience do you have in public speaking, being a spokesperson and/or media representative, etc?

FINANCIAL MANAGEMENT AND BUDGETING

What experience do you have in managing finances; handling money, dealing with accounts and payments, managing a budget, etc. Describe your financial administration skills and any spending authority you may have had.

GENERAL COMPUTER LITERACY, INCLUDING WORD PROCESSING, DATA ENTRY, AND SPREADSHEETS

Do you have a computer at home? What experience do you have using word processing programs, spreadsheets, email and the Internet?



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EMPLOYMENT HISTORY

Include all relevant paid, unpaid, volunteer, or community service. Start with your present or most recent position first. Provide a brief summary of duties and responsibilities with particular attention to the experience, skills, knowledge, and abilities required for the position. Attach additional pages as required.

NAME OF EMPLOYER		
LOCATION AND TYPE OF BUSINESS		
POSITION	PERIOD OF EMPLOYMENT FROM	TO
IMMEDIATE SUPERVISOR – FULL NAME, TITLE		
REASON FOR LEAVING		
SUMMARY OF DUTIES		

NAME OF EMPLOYER		
LOCATION AND TYPE OF BUSINESS		
POSITION	PERIOD OF EMPLOYMENT FROM	TO
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EDUCATION

What is the highest level of education you have attained?

Grade 12 or GED

Degree or Diploma

Please describe:

Post Graduate Degree

Please describe:

Professional certification or designation

Please describe:

LANGUAGES

In addition to English, I am also able to communicate effectively in the following languages:

ADDITIONAL INFORMATION

Provide any additional information which you consider relevant to the position of District Electoral Officer or Deputy District Electoral Officer and which will assist the selection committee in evaluating your application for these positions. This may include organizations, activities, hobbies or sports in which you are involved. Attach additional pages if necessary.



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REFERENCES

At a minimum, please provide three references who can verify the information provided above. We prefer references who have supervised your work and can comment directly on your performance. If you are providing a reference that is not a past supervisor, please indicate why in the comments box.

REFERENCE NAME	REFERENCE JOB TITLE
REFERENCE CONTACT INFORMATION	
NAME OF EMPLOYER	LENGTH OF TIME THEY WERE YOUR DIRECT SUPERVISOR*
COMMENTS	

* if not your direct supervisor, indicate what the work relationship was and length of time

REFERENCE NAME	REFERENCE JOB TITLE
REFERENCE CONTACT INFORMATION	
NAME OF EMPLOYER	LENGTH OF TIME THEY WERE YOUR DIRECT SUPERVISOR*
COMMENTS	

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REFERENCE NAME	REFERENCE JOB TITLE
REFERENCE CONTACT INFORMATION	
NAME OF EMPLOYER	LENGTH OF TIME THEY WERE YOUR DIRECT SUPERVISOR*
COMMENTS	

* if not your direct supervisor, indicate what the work relationship was and length of time