

# Application for Position of Returning Officer or Assistant Returning Officer



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## DIRECTIONS TO APPLICANT

This document is an application form for individuals seeking employment as a Returning Officer (RO) and/or Assistant Returning Officer (ARO) with Elections Manitoba. **This is an application only**; it is not a guarantee of employment.

Please read all parts of this application carefully. **Please print clearly.**

Complete every question. In Parts 5-8 please include all positions, including volunteer experience. Provide as much detail as possible. Your application must clearly demonstrate how you meet the criteria outlined. If there is insufficient space in any section, attach extra sheets as required. Be thorough – incomplete applications may not be considered.

Only one completed application form is required to apply for RO and/or ARO opportunities.

## HOW TO APPLY

The application form must be completed and returned to Elections Manitoba. A resume alone will not be accepted and is not required. Use extra sheets if required.

If you have questions about how to complete the form, please call 204-945-7940 or 1-866-628-6837 ext. 7940 or email [ROrecruit@elections.mb.ca](mailto:ROrecruit@elections.mb.ca)

The application can be emailed to [RORecruit@elections.mb.ca](mailto:RORecruit@elections.mb.ca), mailed to Elections Manitoba, 120-200 Vaughan St, Winnipeg, MB R3C 1T5 or faxed to 204-945-6011. Attention: Recruitment

## PRIVACY STATEMENT

Elections Manitoba collects personal information only when you voluntarily provide it. We use this information only for employment purpose(s). Elections Manitoba makes every effort to protect personal information against loss and unauthorized access. We retain personal information only as long as necessary to fulfil its intended purpose(s).

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

## SELECTION PROCESS

Returning Officers and Assistant Returning Officers are appointed based on merit with respect to qualifications and skills.

There are five steps in the selection process:

- 1. Screening of the Application for Position of Returning Officer and Assistant Returning Officer:** The evaluation will establish whether the applicant's experience is relevant to the position(s). It is therefore in the applicant's best interest to include all related experience, including any in the election field. This would include full-time and part-time employment, paid and unpaid positions, social, community and volunteer experience. Only those applicants who successfully pass this evaluation stage will proceed to the next step.
- 2. Online assessment:** An online assessment to support the screening of all applicants.
- 3. Interview:** The interview will be conducted by a selection board.
- 4. Reference checks:** Reference checks will be completed to gather qualitative information about the applicant's performance, skills, and similar matters from an applicant's employers, schools and/or colleges.
- 5. Second interviews with top candidates:** Based on the results from the first interview and the reference checks, the recommended applicant will have a second interview before an appointment is made.

**We thank all who apply and advise that only those selected  
for further consideration will be contacted.**

## QUALIFICATIONS AND ELIGIBILITY

### Qualifications

- I am a Canadian citizen. Yes  No
- I am at least 18 years of age. Yes  No
- I have resided in Manitoba for at least 6 months. Yes  No
- The address provided is my primary residence. Yes  No

### Eligibility

Section 33 of *The Elections Act* states who cannot act as an election official. The following persons may not be appointed and may not act as an election official or enumerator:

Check the appropriate box:

- I am a member of the Manitoba Legislative Assembly or the Executive Council; Yes  No
- I am a member of the House of Commons or the Senate of Canada; Yes  No
- I am a judge of any court or a justice of the peace; Yes  No
- I am a candidate; Yes  No
- I am a person who has been convicted of an offence under The Elections Act; Yes  No
- I am a person who, within the last five years;
- (i) was convicted of an indictable offence, or Yes  No
  - (ii) served any part of a term of imprisonment for an indictable offence. Yes  No

### APPLICANT DECLARATION

I certify that I am qualified to act as an election official and the statements made by me are true to the best of my knowledge. I understand that if any information in this application is found untrue or incomplete, my application may be rejected.

I give consent to Elections Manitoba to contact references that I have provided as a condition of being considered for employment. Reference information must be provided in Part 13 of this document. Reference checks will be conducted upon successful completion of the first interview.

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

I accept the terms of the above declaration

\_\_\_\_\_  
Signature \*

\_\_\_\_\_  
Date

\*Authorization is required and this application is not valid unless your name, is signed or written in the signature space provided. An application submitted electronically is not valid unless your name is typed into the space provided. Your signature may be requested later during the selection process.



Section 38 of *The Elections Act*, indicates that a Returning Officer or Assistant Returning Officer cannot be a member of a political party or a constituency association.

If appointed, I will relinquish any political memberships as a condition of employment

Yes  No  Not Applicable

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### Part 3 - Availability

Returning Officers and Assistant Returning Officers must be available part-time prior to the electoral event to attend training and carry out assignments as directed by Elections Manitoba to prepare for electoral events. During an electoral event, they must be available full-time, 7 days a week to open and operate their electoral division office and conduct the event.

Elections Manitoba anticipates that appointees must be available for the following dates. Please place a check mark to indicate that you are available for each of the time periods specified. If your availability is insufficient to conduct the duties required of you, you may not be considered for a Returning Officer or Assistant Returning Officer position.

These dates may be subject to change.

- 2 days in November 2014 for training
- 2 days in February/March 2015 for training\*
- 3 days in April/May/June 2015 for training\*
- Full time from July 27, 2015 to Oct 13, 2015 to conduct the 2015 General Election\*

**NOTE: The unavailability of a candidate for some of the dates listed above doesn't necessarily mean that the applicant cannot pursue the RO or ARO position.**

**\* This time period may be postponed by 6 months to avoid conflict with the Federal Election.**

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### Part 4 – Languages

English                      Speak                       Read                       Write

French                        Speak                       Read                       Write

Other(s) (specify)  
\_\_\_\_\_                      Speak                       Read                       Write

\_\_\_\_\_                      Speak                       Read                       Write

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## Part 5 - Election Experience

Indicate all election experience, including paid and volunteer work. Please be as specific as possible.

ELECTION	POSITION TITLE
LOCATION	YEAR
DUTIES	

ELECTION	POSITION TITLE
LOCATION	YEAR
DUTIES	

ELECTION	POSITION TITLE
LOCATION	YEAR
DUTIES	

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## Part 6 - Relevant Experience

The following are important skills for the position of Returning Officer and Assistant Returning Officer. Please describe any experience you have in each category. Include all paid and volunteer experience. Also include any comments which would aid the selection committee in rating your qualifications in each of the categories.

### 1. Knowledge of Your Electoral Division

What do you know about the demographics, composition and distinguishing characteristics of your Electoral Division? How have you obtained this knowledge? Do you have local contacts in the community? (660 Characters Max)

### 2. People Management Skills

What people management skills do you have? Have you supervised staff? How many staff did you supervise? Do you have experience in recruiting and selecting staff? (660 Characters Max)

### **3. Project/Event Management Skills**

Have you ever organized or managed an event or project? What were your duties? (660 Characters Max)

### **4. Office Management Skills**

What experience do you have establishing and managing an office or business? What experience do you have in scheduling staff and/or organizing work processes? How do you manage your time and prioritize tasks?

(660 Characters Max)

### **5. Experience in Delivering Training to Others**

What experience do you have in delivering training sessions or providing training to others? (660 Characters Max)

**6. Financial Management**

What experience do you have in managing finance and payroll? (660 Characters Max)

**7. Do you have census experience?**

**Yes**

**No**

**If yes, please describe. (660 Characters Max)**

## Part 7 - General Computer Literacy, Including Word Processing, Data Entry and Spreadsheets

ROs and AROs are required to have a basic understanding of and comfort level with computers and technology. The following questions will be used to assess your familiarity with the tools you will use while working with Elections Manitoba.

1. Have you used a computer? Yes  No
2. Rate your skill with using a computer:
- Not very skilled
- Basically skilled
- Moderately skilled or better
3. How often do you use a computer?
- Daily
- Weekly
- Monthly
- Less than once a month
5. Are you familiar with programs such as Microsoft Word, Word Perfect, etc.? Yes  No
6. Do you have experience working with spreadsheets using Microsoft Excel? Yes  No
7. Do you know how to search on the web? Yes  No
8. Have you ever used Powerpoint? Yes  No
9. Do you access any programs or applications that require a user ID and password? Yes  No

**Part 8 - Employment History (Present or most recent position first)**

Include all relevant paid and volunteer experience. Give a brief summary of duties and responsibilities with particular attention to the requirements of the position.

NAME OF EMPLOYER		
LOCATION AND TYPE OF BUSINESS		
POSITION	PERIOD OF EMPLOYMENT FROM	TO
THE ABOVE POSTION WAS A:		
<input type="checkbox"/> PAID POSITION <input type="checkbox"/> VOUNTEER POSITION		
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
THE ABOVE POSTION WAS A:		
<input type="checkbox"/> PAID POSITION <input type="checkbox"/> VOUNTEER POSITION		
IMMEDIATE SUPERVISOR – FULL NAME, TITLE		
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IMMEDIATE SUPERVISOR – FULL NAME, TITLE		
REASON FOR LEAVING		
SUMMARY OF DUTIES		

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### Part 9 - 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 \_\_\_\_\_

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### Part 10 - Additional Information and Activities

Provide any additional information which you consider relevant to the position of Returning Officer or Assistant Returning Officer to assist the selection committee in considering your application for these positions. If you wish, indicate any organizations, activities, hobbies or sports with which you are involved. (1600 Characters Max)

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## Part 11 - Employment Equity Program

Elections Manitoba is committed to the principle of Employment Equity and achieving a workforce that is reflective of the citizens we serve. You are requested to identify your status in relation to three designated groups; Aboriginal people, persons with a disability and visible minorities. This information will be used as a factor in the recruitment process.

Please check the boxes which apply to you:

- Aboriginal
  - Person with a Disability
  - Visible Minority
- 

## Part 12 - How did you hear about this position?

- Newspaper Ad. Which paper? \_\_\_\_\_
- Poster. Where? \_\_\_\_\_
- Radio. Which Station? \_\_\_\_\_
- Online
- Social Media. e.g. Facebook, Twitter
- Friend or Family
- Other Please specify \_\_\_\_\_

Please indicate if you are enclosing other documents as attachments: Yes  \_\_\_\_\_ number of pages

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### Part 13 – References

Direction: Please provide 3 work related references from a current/previous supervisor, an immediate colleague or someone who can attest to your work skills and abilities.

References will be contacted only upon successful completion of the first interview.

Name, Organization, Title

Telephone

Other Telephone

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