



2025 Municipal Election Worker Application

Surname:	First Name:
Mailing Address:	
City/Town:	Postal Code:
Primary Phone Number:	Secondary Phone Number:
Email Address:	
Please select advanced and/or elections dates that you are available to work:	
ADVANCED VOTING DAY: Wed. Oct. 15 and Sat. Oct. 18. <input type="checkbox"/> Wednesday, October 15- 10 a.m. to 8 p.m. <input type="checkbox"/> Saturday, October 18- 10 a.m. to 4 p.m.	ELECTION DAY: <input type="checkbox"/> Monday, October 20 with voting times from 9 a.m. to 8 p.m. <input type="checkbox"/> Counting ballots after 8 p.m.

The personal information collected falls under the authority of Section 16(2) of the *Personal Information Protection Act* (PIPA). Personal information that you provide will be used to determine if you are a suitable candidate and qualified for a municipal by-election position in the Town of Ponoka. Any questions regarding the collection of information can be directed to the Access & Privacy Coordinator at 403-783-4431.



INSITUTIONAL VOTING DAY:	
<input type="checkbox"/> Wednesday, October 15 at various institutions in the Town of Ponoka from 8:30 a.m. to 4:30 p.m.	
Do you have previous election experience? If yes, list the election, date, and positions held below.	
Related Experience:	
Position:	Duties:
Length of Service:	
Position:	Duties:
Length of Service:	
Any other relevant experience can be listed here:	

Applicant's Signature:
Applicant's Full Name (Please print):
Date:

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Position Description & Qualifications

Deputy Returning Officer (DRO)

Key Responsibilities

- Greet electors and verify that they meet the criteria to vote
- Assist in setting up and taking down the voting station
- Maintaining the ballots, ballot box and voting compartment
- Assist electors with the completion of their Statement of Elector Eligibility
- Provide instructions to electors for completing their ballot
- Carry out communications as directed by the Returning Officer
- Assist scrutineers with the proper procedures within the voting station

Qualifications

- Resident of Alberta
- Be at least 18 years old on Election Day
- Experience working with the public
- Have strong communication skills

The Town of Ponoka thanks all applicants for their interest but advises that only those under consideration will be contacted.

Submit your completed application form by September 5, 2025 to:

Marvin Beier, Returning Officer
Town of Ponoka
200, 5604 50 Street
Ponoka, Alberta T4J 1G5
Email: election@ponoka.ca

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