



MUNICIPAL ELECTION 2025

ELECTION WORKER APPLICATION

As an Election Worker, you will assist with the set-up and closure of the voting station as directed by the Returning Officer or Presiding Deputy, ensure electors have the required authorized identification to vote, issue and process Form 13 (Elector Register), complete all documentation and worksheets required for electors to cast their vote, direct voters to voting station, and any other duties as required by the Returning Officer or Presiding Deputy.

In order to qualify for this position:

- You must be a minimum of 18 years of age and are eligible to work in Canada.
- Willing to work long hours and be able to either sit or stand for long periods of time.
- You demonstrate knowledge of election processes.
- Have strong organizational and communication skills.
- Possess a strong attention to detail.
- Be able to lift boxes up to 40 pounds.
- Demonstrate the ability to deal tactfully and courteously with the public and work in a fast-paced, stressful environment.
- Previous experience as an election worker is an asset.

Preference may be given to applicants who are available on all polling dates and times. Applicants must have their own transportation. Election workers must attend one of the mandatory training sessions held on Friday, September 19, 2025, or Friday, September 26, 2025, (City Hall Council Chambers) from 2:00pm- 4:30pm (****if you are unable to attend either of these sessions, please do not apply for the position***).

The hourly wage for this position will be **\$22.00 per hour**. Deadline to submit application is August 26, 2025. The City of Cold Lake thanks all applicants for their interest; however, only those selected for an interview will be contacted.

APPLICANT INFORMATION <i>*Please Print Clearly:</i>		
Last Name:	First Name:	Mailing Address:
Contact #:	Alternate Contact #:	Email:

What days are you available to attend in-person training? Please check beside available dates. <i>*Attendance at one of the training sessions is required.</i>	Yes	No	Not Sure
September 19, 2025 (2:00pm – 4:30pm)			
September 26, 2025 (2:00pm – 4:30pm)			

What days are you available to work? Please check beside available dates. <i>*Election Workers may also be required to assist with the set - up at the locations indicated below.</i>	Yes	No	Not Sure
October 6, 2025 (full day) Indoor Polling - (Reid Field House - Energy Centre) Advance Poll			
October 8, 2025 (full day) Indoor Polling (Tri-City Mall) Advance Poll			
October 10, 2025 (full day) Indoor Polling (Harbourview Senior Society) Advance Poll			
October 15, 2025 (full day) Indoor Polling (Reid Field House - Energy Centre) Advance Poll			
October 20, 2025 (full day) (Reid Field House - Energy Centre) Election Day			



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Please check Yes or No in response to the following:	Yes	No
Are you 18 years of age?		
Are you legally entitled to work in Canada?		
Are you able to work assist with the set up and closure of the voting station as directed by the Returning Officer or Presiding Deputy, staying up late to count votes, ensure electors have the required, authorized identification to vote, issue and process Form 13 (Elector Register), complete all documentation and worksheets required for electors to cast their vote, direct voters to voting station, and any other duties as required by the Returning Officer or Presiding Deputy? If no, please explain.		
Are you able to work long hours in a fast-paced and stressful work environment while maintaining attention to detail? If no, please explain.		
Are you able to stay late to count votes?		
Do you foresee any reason that your availability to attend training, an Advanced Poll or the Election Day may change from what is indicated on this application? If so, please explain.		
Are you a candidate or an immediate family member of a candidate running in the 2025 Cold Lake Municipal Election?		
Are you a member of a campaign team for a candidate running in the 2025 Cold Lake Municipal Election?		
Should there be any public health measures (COVID-19) in place, you would be expected to comply with all measures in place, including any measures imposed by the City of Cold Lake. You may also be required to communicate requirements to the public. Do you foresee any issue with this?		
Do you have other election experience? Indicate how many times you have worked each of the following: <input type="checkbox"/> Municipal _____ <input type="checkbox"/> Provincial _____ <input type="checkbox"/> Federal _____		
Are you fluent in any language other than English, if so, specify?		
Declaration		
<i>I declare that, to the best of my knowledge, the information provided by me in this application for election employment is accurate. I understand that my contact information will be provided only to election staff for contact purposes. I understand information collected by me while working the election is to be kept confidential.</i>		
<div>_____</div> <div>Signature</div> <div>_____</div> <div>Date</div>		

Questions:

Call: 780-594-4494 Ext. 7915

Submit Application to:

Jason Collard

City of Cold Lake 5513 – 48 Avenue Cold Lake, AB T9M 1A1

Fax: (780) 594-3480

Email: jcollard@coldlake.com