

# Returning Officer/Assistant Returning Officer Screening Form



Last name: \_\_\_\_\_ First name: \_\_\_\_\_

## Part 1 – 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

Under section 33 of *The Elections Act*, the following persons may not be appointed and may not act as an election official.

Check any box(es) that apply:

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

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## PRIVACY STATEMENT

Elections Manitoba collects personal information only when you voluntarily provide it. We use this information only for employment purposes. Elections Manitoba 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).

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.

## Part 2 - Non Partisanship

### Qualifications

Returning officers and assistant returning officers cannot be political or be perceived to be political. Elections Manitoba reserves the right to determine whether any political affiliation an applicant may have could make them ineligible for this position.

Check any box(es) that apply.

In the past 10 years I have done the following:

Been a candidate in a federal, provincial or municipal election;  Yes  No

Worked for a candidate at any level of government;  Yes  No

Worked for a candidate's campaign office during a federal, provincial or municipal election;  Yes  No

Held a membership with a political party  Yes  No

Provide details if you have answered yes to any of the above questions. Please do not include any candidate or political party names.

Section 38 of *The Elections Act* states 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

### Part 3 - Availability

Returning officers and assistant returning officers must be available part-time before the election to attend training and carry out assignments as directed by Elections Manitoba to prepare for the election. During an election, they must be available full-time, 7 days a week to open and operate their electoral division office and conduct the election.

Elections Manitoba anticipates that appointees must be available for the following dates. Please place a check mark to indicate your availability for each of the time periods specified. Your availability must be sufficient for you to carry out the duties of the returning officer or assistant returning officer position.

NOTE: These dates are subject to change.

- November 20 and 21, 2019 for training
- April 21, 22 and 23, 2020 for training
- Full time from August 4 to October 31, 2020 to conduct the 2020 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.**

### Part 4 - Election Experience

Indicate all election experience, including paid and volunteer work:

Election Year	Position	Federal, Provincial or Municipal (Indicate F, P or M)	Location

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### Part 5 - Knowledge of Your Electoral Division

What do you know about the demographics, composition and distinguishing characteristics of your electoral division?  
How did you acquire this knowledge? Do you have local contacts in the community?

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### Part 6 - Computer Literacy

As the use of technology in election management increases, ROs and AROs are required to have a good understanding of and comfort level with computers. The following questions will be used to assess your familiarity with the computer-based 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
4. Are you familiar with programs such as Microsoft Word, Word Perfect, etc.?  Yes  No
5. Do you have experience working with spreadsheets using Microsoft Excel?  Yes  No
6. Do you know how to search on the web?  Yes  No
7. Have you ever used PowerPoint?  Yes  No
8. Do you access any programs or applications that require a user ID and password?  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.

By acknowledging your acceptance, you are confirming that you understand, accept the terms and conditions as set out, and agree with the privacy statement, 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 of Applicant

\_\_\_\_\_  
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.