



Hamilton

**Application for Election Employment
City of Hamilton Municipal Election 2026**

Please Print Clearly

Last Name	First Name	
Address	City	Postal Code
Daytime Telephone Number	Evening Telephone Number	
Cell Phone Number	E-mail address	

1. Have you worked a municipal election before? ☐ Yes ☐ No
2. If yes, please give the most recent year(s) worked and the position you held.
- _____
- _____
3. Do you have access to transportation on Election Day, Monday, October 26, 2026? ☐ Yes ☐ No
4. Are you willing to work anywhere in your ward? ☐ Yes ☐ No
5. Are you willing to work anywhere in the City of Hamilton? ☐ Yes ☐ No
6. Please list languages that you can speak and read:
1. _____ 2. _____ 3. _____
7. Do you have customer service experience? ☐ Yes ☐ No
8. Are you able to perform basic mathematic calculations such as adding and subtraction? ☐ Yes ☐ No
9. Are you willing to be a stand-by for Election if no other positions are available? ☐ Yes ☐ No

Prior to selecting a position please review the attached job description sheet which lists the positions available and an explanation of each job function.

Please list by preference which positions you would like to be considered for:

1st Choice _____

2nd Choice _____

Please note that this application does not guarantee placement. If selected for an election position you will be notified by e-mail of your location and the date of your training session.

If appointed I understand that I am required to attend a mandatory training session, and that I am responsible for my own transportation to and from the training session, and my assigned polling location.

*****Training will take place in September or early October online or in person depending on position. You will be contacted with specific details closer to that time.**

I certify that the statements made in this application are true and correct to the best of my knowledge. I agree that any misrepresentation may cause the withdrawal of any job offer.

Signature _____ Date _____

Applications are to be returned to: E-mail: elections@hamilton.ca
In person: Office of the City Clerk
Election Office at City Hall
71 Main Street West, 1st floor,
Hamilton, Ontario L8P 4Y5

For City of Hamilton Office Use Only		
Date Received	Received By	Hired Yes ☐ No ☐
Position	Location Ward # _____	Training Date

The City of Hamilton collects information under authority of the Municipal Elections Act 2026 and Sections 10 and 227 of the Municipal Act, 2001. Any personal information collected for the 2026 Municipal and School Board Election, Application for Poll Work will be used for the administration of election worker recruitment and staffing. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for purposes related to this program. Questions about the collection of this personal information can be directed to the Manager of Elections, Print and Mail, Corporate Services, City Clerk, City of Hamilton, 71 Main Street West, Hamilton, ON, L8P 4Y5, 905-546-2424 ext.2753, elections@hamilton.ca

Municipal Election 2026 Job Descriptions

ELECTION ASSISTANT (EA) (\$215)

- First point of contact for voters once inside the poll
- Should 'triage' voters by verifying 3 things:
 - Is the voter in the correct location? (verified by elector identification, and/or street index)
 - Is the voter on the Voters' List? (verified on ePoll book)
 - Do they have acceptable identification? (verified by Ontario reg. 304/13)
- Any voters without proper identification, or who are not on the Voters' List are directed to a Revision Officer to fill out the necessary forms
- Voters who are on the Voters' List and who have proper identification are directed to the DRO tables to receive their ballot
- Election Assistants will alert the MDRO when any candidates or Scrutineers arrive to the poll assists in the setting up and closing of the voting location

Required

- Excellent communication skills
- At least 18 years old
- Ability to effectively provide instruction
- Strong organizational skills
- Ability to handle stress
- Ability to explain/educate electors on the Voters' List and the voting process
- Ability to read and interpret ward maps, and Voter Street Index
- Computer skills required to accurately locate voters in electronic Voters' List (ePoll book)
- Ability to multi-task

GREETER (G) (\$200)

- Should be at or outside of main entrance
- First point of contact for voters
- Should assist with directing to the polls/assisting with doors as required
- Can verify that voters are in the correct location and have ID ready if lineups exist
- Will assist with parking duties should issues arise
- Assists in the setting up and closing of the voting location

Required

- Excellent inter-personal and communication skills
- Ability to follow direction
- At least 16 years old
- No previous Election experience required