

## Application Form for the Returning Officer Position

### Read the following statements carefully<sup>1</sup>

Before getting started with the application process, you must ensure that:

- you are a permanent resident in the electoral district in which you are applying for. If you are uncertain you may verify by consulting [Elections Canada's](#) website, or call 1-800-463-6868 for additional information (you will be required to provide proof of residency);
- you have read the Statement of Qualifications for the Appointment of Returning Officers (See Annex 1);
- you are familiar with the role and job description of a returning officer as well as the [Code of Professional Conduct for Election Administrators](#);
- you agree with the *Privacy Notice* below; and
- you have your résumé on hand, as you may need it to answer the qualification questions.

In the application, clearly describe how you meet each of the criteria. The selection committee for this process will invite the six (6) applicants who demonstrate the best how they qualify for the position.

Please send your résumé with this application.

**Note:** Independent Selection Committees are responsible for scheduling interviews. Exact dates will be communicated to individuals invited to the assessment stage.

### Statement on the Protection of Personal Information

The personal information you provided is collected under the authority of the *Canada Elections Act* and will be used for purposes of administering the recruitment process and determining suitability for the appointment of returning officers.

The Privacy Act gives you the right to access and request the correction of your personal information. It also requires the protection of this information, and grants you the right to make a complaint to the Privacy Commissioner of Canada ([www.priv.gc.ca](http://www.priv.gc.ca)). Your personal information is retained under personal information bank CEO PPU 045. A detailed description can be found at [Elections Canada's](#) website.

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<sup>1</sup> The masculine gender is used throughout this form without bias, in the interest of simplify and ease of reading.

# Planning Application Supporting Documents

**JA Banks**



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