



**Town of Coaldale
Census – April 1 – June 30, 2019
Enumerator Application**

Name: _____

Address: _____

Phone Number: _____ Email: _____

The Town of Coaldale will be conducting a municipal census between April 1, 2019 and June 30, 2019. As result of this important community minded project, the Town will be looking to hire approximately 7 Census Enumerators to be responsible for the electronic collection of data on a door-to-door basis. Census Enumerators will be expected to attend training on how to use the electronic census software, provide PIN's to residents, conduct door-to-door interviews of residents in assigned areas and provide call-backs when necessary. Each Enumerator will be responsible for an area of approximately 500 – 600 residences and will be paid \$1.50 for each completed residence. The goal of the Town is to have 100% participation!

Consideration will be given to candidates who possess the following:

- Previous experience as a Census Enumerator is an asset.
- Familiarity with the town of Coaldale and the ability to read maps.
- Ability to handle confidential information appropriately.
- Proven ability to deal with sensitive situations.
- Excellent communication skills.
- Valid drivers license for those routes on the edge of town that are less accessible by foot.
- Ability to use an iPad or tablet.
- Ability to walk considerable distances.
- Ability to work flexible hours including days, evening and weekends.
- Must have a cell phone.
- Must have regular access and use of a telephone.
- Must be resident of the town of Coaldale.

Interested applicants are invited to electronically submit this application by 12:00PM on Wednesday, March 13, 2019, referencing CENSUS ENUMERATOR to:

Lana Unger, Legislative Coordinator
Town of Coaldale

Email: Census2019@coaldale.ca

403-345-1306

The Town appreciates the interest of all applicants; however only those selected for an Interview will be contacted.

1. Can you share why you are interested in working the census and how you heard about the position?

2. Are you 18 or older?

Yes ___ No ___

3. Can you speak any other language than English?

Yes ___ No ___ If yes please specify _____

4. a) Do you have any previous census experience?

Yes ___ No ___

b) Was the census municipal, provincial or federal? What position did you hold?

5. a) This position requires daytime, evening or weekends. What is your availability?

Daytime _____

Evenings _____

Weekends _____

b) There will be a mandatory training session of 2 – 3 hours scheduled for the week of March 25 – 30, 2019. Will you be able to attend?

Yes ___ No ___

6. Please provide two references that we can contact.

FOIP Notification:

Your name, phone number, home address, postal code and email are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.