



## ELECTION JUDGE APPLICATION/INFORMATION UPDATE

City of Columbia Heights 590 40<sup>th</sup> Ave NE Columbia Heights, MN 55421  
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### CONTACT INFORMATION:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Preferred Phone #: \_\_\_\_\_ Additional Phone #: \_\_\_\_\_

Preferred Correspondence Method:  Email  Postal Service

### EMERGENCY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### ELIGIBILITY:

Indicate the following by checking the corresponding Yes or No box:	Yes	No
Are you currently employed by the City?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible to vote in the State of Minnesota?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to read, write and speak English?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you a candidate in the election?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you related to a candidate or another election judge?.....	<input type="checkbox"/>	<input type="checkbox"/>

*If yes, write person's name & relationship below:*

### MAJOR PARTY AFFILIATION (Only used by Election Administration and Head & Assistant Head Judges):

Democratic-Farmer-Labor  Republican  Unaffiliated or Minor Party Affiliation

### POSITION INTEREST:

<input type="checkbox"/> I am interested in working as an Election Judge	<input type="checkbox"/> I am interested in becoming a Head Judge
<input type="checkbox"/> I will continue to work as a Head Judge	<input type="checkbox"/> I am interested in becoming an Assistant Head Judge
<input type="checkbox"/> I will continue to work as an Assistant Head Judge	<input type="checkbox"/> I am interested in becoming a Technology Judge
<input type="checkbox"/> I am interested in working additional hours prior to the Election	<input type="checkbox"/> I am interested in being an on-call Election Judge

### EMPLOYER CERTIFICATE AND VOLUNTARY SERVICE:

I will require a certificate of service for my employer  I am volunteering to serve without pay (optional)

### ELECTION DAY AVAILABILITY:

Presidential Primary: 3/3/2020	Primary Election: 8/11/2020	General Election: 11/3/2020
<input type="checkbox"/> Available All Day*	<input type="checkbox"/> Available All Day*	<input type="checkbox"/> Available All Day*
<input type="checkbox"/> Morning Shift Only (6 am - 2 pm)	<input type="checkbox"/> Morning Shift Only (6 am - 2 pm)	<input type="checkbox"/> Morning Shift Only (6 am - 2 pm)
<input type="checkbox"/> Afternoon Shift Only (2 pm - close)	<input type="checkbox"/> Afternoon Shift Only (2 pm - close)	<input type="checkbox"/> Afternoon Shift Only (2 pm - close)
<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available

\*Full Election Work Day is 6 am to close (about 9 or 10 pm)

Name: \_\_\_\_\_

## ELECTION JUDGE SUPPLEMENTAL SKILLS QUESTIONNAIRE

Election workers perform many different tasks in the polling place which require a diverse set of skills. This questionnaire is designed to identify strengths and preferences. It is not required that you possess all the skills listed below to serve. Please check any boxes that apply.

### TECHNOLOGY:

#### Skills

- I am comfortable with a personal computer
- I can browse and search the internet
- I use email and can send, receive and open attachments
- I have experience with word processing software
- I am comfortable with touch screen technology
- I can follow troubleshooting instructions provided
- I know how to connect a mobile device to Wi-Fi

#### Access

- I have a cellphone
- I have a cellphone that can send/receive text messages
- I have a smartphone that can send/receive email with attachments
- I have a Wi-Fi compatible tablet or laptop
- I can bring my device(s) to the polling place on election day

### ADMINISTRATIVE:

- I have customer service experience
- I have experience assisting persons with disabilities or special needs
- I am calm under pressure during busy periods
- I have basic math/accounting skills (addition and subtraction)

### LANGUAGES:

Language	Speak	Read/Write
American Sign Language	<input type="checkbox"/>	N/A
Spanish	<input type="checkbox"/>	<input type="checkbox"/>
Somali	<input type="checkbox"/>	<input type="checkbox"/>
Hmong	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

### GENERAL:

- I can lift/carry 30 pounds
- I can assist in the setup/breakdown of voting booths and other equipment
- I can maintain mental focus over long periods of time
- I am able to work a full 16-hour day
- I prefer to work shorter shifts (If available)

### SUPERVISORY:

- I have experience supervising staff and overseeing the work of others
- I have experience recognizing, troubleshooting, and documenting problems
- I can use documentation provided to oversee procedures and manage precinct operations

### ADDITIONAL SKILLS AND EXPERIENCE:

*Please use this space to list any other skills or experience you have which may be useful to serving as an election judge.*

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**READ AND CERTIFY.** I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the City of Columbia Heights to investigate all statements made in this application, as necessary, to consider my application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if I am hired by the City of Columbia Heights I am subject to discharge if I provide false or misleading information or omit material information in connection with this application regardless of when it is discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_