



Election Worker & Extra Help Application

Thank you for your interest in being an election worker! Working an election is a rewarding experience and a vital role in the electoral process. Without hundreds of workers like you, the Office of Elections could not conduct elections.

Eligibility Requirements

- 1. Able to read and write in English
- 2. Are a registered voter
 - Requirement 2 can be waived if you are a:
 - High school student 16 – 17 years of age with a GPA of 2.5 or greater
 - Permanent resident of the United States

Required (*)

* Name (First, Middle (or Initial) and Last):

* Residential Address (Street, City, State, Zip):

Mailing Address (If different from Residential):

* Last 4 Digits of your SSN: XXX-XX-

* Email Address:

Please Note All communication for this position will be sent via email so please legibly write down an email address you check semi-frequently.

* Phone Number:

* Check all that apply

I am a registered voter

I am a permanent resident of the United States

* Are you a high school student 16 – 17 years old with a GPA of 2.5 or greater?

Yes

No

Please carefully read the assignment descriptions below.

Elections workers can be placed directly in the Eureka office or at a satellite office called a Vote Center throughout the County. Scheduling is flexible and all positions are paid an hourly rate of \$16.29. All training and onboarding time is paid.

Vote Center Staff: Greets and checks in voters at Vote Center locations. Offers voters assistance as needed. Ensures equipment, ballots and materials are ready and in working order for use by voters. Minimum of 4 hours paid training required to work as Vote Center Staff.

Ballot Transporter: Travels to assigned Vote Centers locations at the closing time of each day to collect and return voted ballots to the Office of Elections. Shifts are often scheduled in the evening at or after 5 PM. This position must be done as a team of two Election Workers.

Rover: Travels to Vote Centers to assist Vote Center Staff. This will include troubleshooting equipment errors, assisting vote center setup, and running materials from the Office of Elections to Vote Centers. Minimum of 4 hours paid training required.

* Which assignments are you interested in? (Check all that apply)

Vote Center Staff Ballot Transporter Rover

* Check all locations where you prefer to work:

Anywhere in Humboldt County

McKinleyville

Hoopa

Arcata

Eureka

Fortuna

Ferndale

Rio Dell

Garberville

Please Note We receive a high volume of applicants who will only work in Arcata and Eureka. Due to this, not all who apply to work only in these areas will be onboarded. We have a great need for applicants willing to work in Eastern and Southern Humboldt.

* The Ballot Transporter position requires a team of two people at all times. Do you have a preferred teammate you would like to work with if you are applying to transport ballots?

Yes No N/A

If you have chosen “Yes”, please be sure that your preferred teammate has also completed an application and write their Full Name and Email Address below:

* Are you currently retired collecting benefits from CalPERS?

Yes No

Now that all Elections Workers are paid hourly and onboarded as Active Humboldt County Employees, this may affect the benefits of retirees. Please be aware of this prior to applying.

* Which New Employee Orientation are you able to attend?

(Check all dates you can be available for)

This will be mandatory for all incoming Election Workers that are not currently county employees. All Orientation sessions will be held at the Eureka Courthouse for approx. 1 Hour.

Monday, March 9th

Monday, March 23rd

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Monday, April 20th

At the preferred time of:
(Check all that you can be available for)

11AM	1PM	3PM	5PM
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* Are you able to lift up to 50 lbs.?

Yes No

Please email this completed application to humboldt_elections@co.humboldt.ca.us
Alternatively, you may return a completed application to our office at 2426 6th St., Eureka, CA 95501.



COUNTY OF HUMBOLDT

HUMAN RESOURCES

825 5th Street, Eureka, CA 95501

Personnel Services (Suite 100) Main Line: (707) 476-2349

Risk Management Services (Suite 131) Main Line: (707) 268-3669

DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

County of Humboldt Employment Application

An Equal Opportunity Employer

All pages of this application must legible, completed in full, and the applicant's valid signature must be on the last page. Resumes will not be accepted in place of completed applications. All information provided is subject to verification. Applications can be returned to County Human Resources.

1. Position (exact title as listed on the job specification):

2. Name (First, Middle, and Last Name):

3. Mailing Address:

4. Email Address:

5. Check the type(s), shift(s), and location(s) you are willing to work.

You will only be considered for the categories indicated.

Type:	Reinstatement	Extra Help/Temporary	Full-time	Part-time	
	Voluntary Demotion				
Shift:	Days	Nights	Swing	Rotating	Weekends
Area:	Arcata	Blue Lake	Eureka	Fortuna	Freshwater
	Garberville	Hoopla	McKinleyville	Trinidad	Willow Creek

6. Check the department(s) you are interested in working for.

Agricultural Commissioner	Assessor	Auditor-Controller
Aviation	Board of Supervisors	County Administrative Office
Child Support Services	County Counsel	DHHS
District Attorney	Human Resources	Elections/Clerk-Recorder

First 5 Humboldt

Library

Planning & Building

Probation

Public Defender

Public Works

Sheriff's Office

Treasurer-Tax Collector

UC Cooperative Extension

7. Are you employed by the County of Humboldt as a permanent, temporary/extra help, or probationary employee? Yes No

If yes, list position, department, date, and former name (if applicable):

8. Have you previously been employed by the County of Humboldt? Yes No

If yes, list position, department, date, and former name:

9. Are you related by blood or marriage to any person presently employed by the County of Humboldt? Yes No

If yes, list name, relationship, and their department:

10. Have you ever been discharged or forced to resign from any employment? Yes No

If yes, list details:

11. If you are conditionally offered employment with the County of Humboldt, are you able to provide Right to Work documentation by the first day that you are scheduled to work? Yes No

Please note that the County of Humboldt does NOT sponsor work visas.

12. List any languages other than English that you are fluent in. Please identify if you can read and/or write in the languages listed.

Languages:	Understand	Speak	Read	Write
	Understand	Speak	Read	Write

13. Are you retired from CalPERS and collecting a pension? Yes No

14. Do you possess, or can you obtain, a valid California driver's license, prior to your date of hire per California Department of Motor Vehicle regulations? Yes No

License #	Class	Expiration Date	Restrictions
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15. Please indicate your highest level of education completed:

- | | |
|---|--|
| High School Diploma or GED | Some College |
| Associate's Degree or 2-year equivalent | Bachelor's Degree or 4-year equivalent |
| Master's Degree or higher | None of the above |

Institution Name	Location	Major/Course of Study	Type of Degree/Certification	Date Received	Units Completed Semester/Quarter
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16. Please list any other licenses, certificates, or other credentials, required or otherwise, that may help you to qualify for this position:

17. Employment History:

List most recent job first. List all job experience. Include volunteer experience related to this position. List different positions with the same employer separately. **Resumes will not be accepted in place of a completed application. Complete all sections for each job listed.**

Dates of work	Employer's Name	Address
From:	Your Title	Supervisor's Name and Title
To:	Job Duties	
Full-time		
Part-Time		
Hours per week	Reason for Leaving	
Dates of work	Employer's Name	Address

From:	Your Title	Supervisor's Name and Title
To:	Job Duties	
Full-time		
Part-Time		
Hours per week	Reason for Leaving	
Dates of work	Employer's Name	Address
From:	Your Title	Supervisor's Name and Title
To:	Job Duties	
Full-time		
Part-Time		
Hours per week	Reason for Leaving	
Dates of work	Employer's Name	Address
From:	Your Title	Supervisor's Name and Title
To:	Job Duties	
Full-time		
Part-Time		
Hours per week	Reason for Leaving	
Dates of work	Employer's Name	Address
From:	Your Title	Supervisor's Name and Title
To:	Job Duties	
Full-time		
Part-Time		
Hours per week	Reason for Leaving	

18. References:

List the names and addresses of three persons living in the United States who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Read Carefully Before Signing

I certify that all statements made in this application are true. I understand that any misstatement or omission of material fact on this application shall be sufficient cause for dismissal. I understand that I may be REQUIRED to submit proof of age, medical, security, employment eligibility verification and citizenship requirements to the County before appointment to any position. I hereby give permission to the employers listed above to release information to Humboldt County concerning my work history. Yes No

If no, please explain:

Signature

Date

Personnel Use Only		
(Leave blank)		
Extra Help	Reinstatement	Voluntary Demotion
Accept	Reject	