



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
elections@ci.ham-lake.mn.us

ELECTION JUDGE APPLICATION/INFORMATION UPDATE

CONTACT INFORMATION:

Name: _____ Email: _____

Address: _____ City & Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Preferred Correspondence Method: ☐ Email (preferred) ☐ US Postal Service

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone: _____

ELIGIBILITY:

Indicate the following by checking the corresponding Yes or No box:

	Yes	No
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?.....		
Are you related to a candidate or another election judge?.....		

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

MAJOR PARTY AFFILIATION:

☐ 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 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)

☐ **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 Ham Lake 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 Ham Lake 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 of Applicant: _____

Tennessen Warning: Under the Minnesota Government Data Practices Act (Minn. Stat. § 13.43), your name, address, telephone number, and e-mail address are private data. You may choose not to provide some or all of this private data. Your contact information is needed to provide information to you such as precinct assignment, training schedules, cancellation information, etc. By completing this information, you are consenting to allow information to be shared with payroll staff and election staff in order to administer this activity.

PLEASE COMPLETE THE REVERSE SIDE →

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. Preference will go to those who can work a full day (6 a.m. to close). Please check any boxes that apply.

AVAILABLE TO WORK:

Presidential Nomination Primary – March 5, 2024 I am available to work all day ☐ yes ☐ no

Primary Election – August 13, 2024 I am available to work all day ☐ yes ☐ no

General Election – November 5, 2024 I am available to work all day ☐ yes ☐ no

If possible, I prefer to work in Precinct: _____

TRAINING:

The City of Ham Lake provides a two-hour, on-line basic training course for all election judges. A limited number of in-person classes will be conducted for those persons unable to access training with a computer. In addition to the two-hour basic training class required of all judges, Head Judges and Assistant Head Judges will attend in-person supervisory training.

Please indicate your preference: ☐ On-line Basic Training (preferred) ☐ In-Person Basic Training

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		N/A
Spanish		
Somali		
Hmong		
Other:		

GENERAL:

- I can assist in the 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

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.
