



POLL WORKER / ELECTION INSPECTOR APPLICATION

Thank you for your interest in becoming a poll worker for the City of New Berlin. Citizen involvement is essential to conduct open, accurate and fair elections. The City of New Berlin encourages all citizens to vote and to become involved in the election process. The City Clerk's Office requires the assistance of Poll Workers to serve as Election Inspectors, Chief/Deputy Chief Election Inspectors, and Special Voting Deputies.

To serve as an election official a person must be:

- An eligible voter in Waukesha County who is a U.S. citizen and not disqualified from voting
- Have never been convicted of a felony
- Attend all required training and have all necessary employee paperwork completed
- Speak, read, write and understand the English language
- Pay close attention to detail
- Work well with others
- Perform duties in a non-partisan manner
- Abide by all State and Federal election laws
- Not be a candidate for any office on the ballot for that election
- Be kind and respectful of all voters, observers, election officials and City staff

Submit application to the Clerk's Office via mail (address above) or email at ClerksOffice@NewBerlinwi.gov

◆ Applicant Information Please print legibly

First Name _____ Middle Name _____ Last Name _____
Preferred Nickname _____ Maiden or Previous Name (if any): _____
Date of Birth _____ Check One: Male Female U.S. Citizen?: Yes No
Cell Number _____ Email _____
Street Address _____
City _____ State _____ Zip Code _____
Driver License/I.D. Number _____ Issuing State: _____
Name of Emergency Contact _____ Relationship _____ Phone _____

Answer the below questions truthfully. Your answers, and or omissions, will be checked and verified through a background check. Failing to list all violations, providing inaccurate information, or omitting information from this application may be grounds for denial.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever been convicted of a felony? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been ticketed, charged or convicted of any violation of Federal, State or Local Laws? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Do you have any pending charges that are in current litigation in Wisconsin or any other jurisdiction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*If you answered "Yes" to any questions above, provide further details such as date and nature of offense _____

◆ Applicant Supplemental Questions

Answer the below questions truthfully.

1. Have you worked as a poll worker for the City of New Berlin? Yes No If Yes, when? _____
2. Have you worked as a poll worker for another municipality? Yes No If Yes, where? _____
3. Are you in high school? Yes No If Yes, what high school? _____
4. Are you affiliated (officially registered) with a political party? Yes No If Yes, what party? _____
5. Do you speak any other language other than English? Yes No If Yes, what language? _____
6. Are you proficient with using a computer? Yes No

◆ Election Day Questions

1. Please check which shift you are able to work: First shift Second Shift All Day
First shift is approximately 6:15AM to 1:00PM, Second shift is 12:30PM to close.
(We prefer all day shifts, but will do our best to accommodate you. Please know that first shift is a popular shift and may not be available)
2. What is your desired polling place to work: _____ (we will try our best to accommodate you, but you may be needed at another polling location)
3. Do you have any food allergies or dietary considerations? _____
4. If you are not working an election, are you willing to be put on an On-Call List? Yes No
5. The City of New Berlin conducts IPAV (In-person Absentee Voting) at City Hall two weeks prior to the election date. Are you available to work if needed? Yes No

◆ Applicant Consent and Signature Please read and sign

I, the undersigned, do hereby make an application to the New Berlin City Clerk to serve as a Poll worker for the City of New Berlin Elections. I understand that submitting this application does not ensure that I will be chosen and that I may be placed on a wait list if all positions are filled at the time of filing of this application. I certify that all of the information provided on this application is true and correct to the best of my knowledge. I authorize the City of New Berlin to conduct a background check to verify the information provided, and authorize the release of all information regarding my record.

Signature _____ Date _____

Submit application to the Clerk's Office via mail (address above) or email at ClerksOffice@NewBerlinwi.gov

OFFICE USE ONLY: Date Application Received: _____ Date Record Check Completed: _____
Date Entered into Modus: _____ Date Completed Employee Paperwork: _____

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