

EMPLOYMENT APPLICATION

CITY OF BARABOO, WISCONSIN

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Baraboo is an Equal Opportunity Employer. To the extent required by federal regulations (219 CFR 1607.4), the City shall maintain records which will disclose the impact which its tests and other selection procedures have upon employment opportunities of persons by identifiable race, sex, or ethnic group.

Date Application Completed: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

Position Desired: Election Worker Position: \_\_\_\_\_ Shift Desired: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Number and Name City State Zip Code

Home Phone: ( ) \_\_\_\_\_ Best time to call or leave message: \_\_\_\_\_

Phone at which you can be reached (If other than home phone): ( ) \_\_\_\_\_

Have you ever applied for a job with the City before?  
 Yes  No If yes, please state month and year of application: \_\_\_\_\_

Have you ever been employed by the City before:  
 Yes  No If yes, in what department, when, and in what job: \_\_\_\_\_

Are you eligible to vote?  Yes  No

Do you have a legal right to work and remain in the United States:  
 Yes  No (Employment eligibility verification will be required after employment.)

Have you been convicted of a crime(s) within the past 10 years, including misdemeanors and felonies, which has(have) not been annulled, expunged, or sealed by a court?  Yes  No \*\*

If yes, describe for each conviction, the nature of the crime, the court where convicted and the date of conviction. (Use separate sheet of paper if more room is required.) \_\_\_\_\_

Do you have any criminal charges presently pending against you:  Yes  No \*\* If yes, describe the nature of each charge, the court where pending, and the date of alleged violation. (Use another side of more room is required.) \_\_\_\_\_

\*\* A conviction record may not necessarily disqualify you from employment consideration. Each application will be individually considered on its own merits.

Personal References:

List three (3) individuals who are NOT former supervisors or relatives:

Name	Address (include City, State, & Zip)	Phone Number	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**City of Baraboo  
Election Worker Position Descriptions**

Greeter	Greets voters and looks up their name on a pre-printed list of all registered voters to advise the voter of their ward and verify that they are properly registered. Directs unregistered voters to the registration area.
Ticket Giver	Works with the greeter and hands out the pre-printed consecutive voter numbers and writes the ward number on the ticket before giving it to the voter.
Poll Lister	Locates the pre-registered voter's name on the pre-printed poll list and records their voter number.
Poll Lister-New Reg.	Writes the names and addresses of newly registered voters on a log together with their voter number.
New Registration	Completes registration form for new voters, verifies identity and address within city limits.
Ballot Distributor	Writes initials on ballots and distributes proper ward ballot to voter.
Traffic Director	Watches and controls movement of voters through the processing line, prohibits people from line jumping. Directs voters to proper area.
Voting Deputy-Nursing Home	Assists voters in nursing homes voting by absentee ballot and may register new voters in the nursing homes. These activities occur the week before election day.
Pre-election Duties-City Hall	May register voters during special registration drives and prepare absentee ballots for mailing.
Post election Duties-City Hall	Alphabetize and file voter records, assist with other duties as may be assigned. If computer literate, may work with election software.
Chairperson	Supervises election staff at polling place. Complete paperwork, processes absentee ballots, closes election, submits results to County. Resolves issues that may arise on election day.