

POLL WORKER APPLICANT IMPORTANT INFORMATION

In each election year you will be mailed a letter informing you of the dates and times of the elections and times of training, and asking whether or not you can work. You will be required to fill out a form and mail it back to us as soon as possible. You will be contacted by the Supervisor of Elections Office (or Clerk of a polling place election board) if you are selected to work; or if you are selected as a substitute. Poll workers are chosen to work a specific election by their availability, willingness to travel, and the number of workers needed. If you are selected, the Clerk from your assigned polling place will contact you to introduce himself/herself to you and inform you of any items of interest or any changes.

NOTE: Spouses or relatives are not permitted to work in the same polling location due to possibility of a family emergency leaving a polling location short two workers.

If you are selected as a clerk or assistant clerk, you must attend at least three (3) hours of poll worker training prior to each election. If you are selected as an Inspector, a Deputy, or a Substitute, you must attend at least two (2) hours of poll worker training prior to each election. Poll workers are paid for training **ONLY IF THEY WORK AN ELECTION OR IF THEY ARE ASSIGNED AS A SUBSTITUTE.** If you are assigned to work, and do not show up election morning you will not be compensated for training.

ELECTION DAY GUIDELINES

1. **Courtesy** to the voter is of primary importance.
2. **Cell phones are prohibited during your working hours.** Explain to your family members or friends that if an emergency arises, they are to contact the Elections Office to get in touch with you.
3. **Work begins at 6:00 A.M.** and continues until **ALL WORK** is completed after the polls close at 7:00 P.M. The Clerk will dismiss you when all work is accomplished.
4. **It is suggested** that poll workers do not use the parking spaces adjacent to the polling place as these spaces should be left for the voters to use.
5. **Poll workers are not allowed to leave the polling location for any reason** (unless emergency or sickness) until the work is completed that night. Therefore, you should come prepared to spend the full day, bringing lunch, supper, medicines and anything else needed during the course of the day.
6. **Poll workers shall not make any partisan or derogatory remarks or statements** about any issues, candidates, parties or other persons while working at the polls.
7. **Comfortable dress, as for business day** is suggested. No poll workers will be allowed to wear any jewelry, buttons, hats, shirts, pins, etc. that suggests party affiliation or promotes anyone's candidacy or any issue, pursuant to Florida Law.
8. **Smoking within the polling place is not permitted by Florida Law.** By Florida Law, you CANNOT smoke within 15 feet of the entry way.
9. **The Clerk will ask one poll worker** of a different party affiliation (when possible) to accompany him/her back to the Central Counting Center to return the ballots & supplies on election night. **This is required by Florida Law.** If you were asked, and are able to do so, it would be appreciated.
10. **The Elections' Office and the Clerk in charge of your precinct** will get in touch with you regarding working at the polls. There are some instances where we have more poll workers than necessary for some precincts, but not enough in others. You may be asked to work out of your precinct.
11. **Pursuant to Florida Law,** a poll worker must attend training before each election.
12. **By law, WE MUST HAVE** your social security number before we can employ you.

KEEP THIS SHEET FOR YOUR RECORDS

**Putnam County Supervisor of Elections
Poll Worker Application**



Please print clearly

Applicant Information

Name _____ Email Address _____

Home Phone _____ Cell Phone _____

Social Security Number (for our records only, kept in a secure location) _____

Residence Address _____

City _____ Zip Code _____

Mailing Address _____

City _____ Zip Code _____

Emergency Contact

1. Name _____ Relationship _____

Home Phone _____ Cell Phone _____

2. Name _____ Relationship _____

Home Phone _____ Cell Phone _____

Job Requirements

Florida Statute requires that all poll workers attend training before **every** election, have the ability to read and write the English language and must be a registered and qualified voter in Putnam County. In addition, the poll worker is expected to begin work at 6:00 A.M. on election day and not leave until the work is completed sometime after the polls close at 7:00 P.M., and to lift and assemble election equipment up to 40 lbs with the help of another worker.

Are you a registered to vote? YES NO Are you a resident of Putnam County? YES NO

Do you have your own transportation? YES NO Are you able speak, read & write in English? YES NO

Will you work outside of your home precinct? YES NO If necessary, will you work as a substitute? YES NO

(Your opportunity to work is greater if you are willing to work outside your precinct)

Are you bi-lingual? YES NO

If yes, specify language _____

Do you understand that you are **required** to attend **all** training assigned by the elections office before you work an election? YES NO

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I become employed as a poll worker, any false statements, omissions or other misrepresentations made on this application may result in my immediate dismissal. I understand that as a poll worker, I serve at the will of the Supervisor of Elections and may be removed with, or without, cause.

Signature _____ Date _____