



## DEPARTMENT OF ELECTIONS & VOTER REGISTRATION

### STUDENT CLERK REQUIREMENTS

#### QUALIFICATIONS OF AN ELECTION CLERK

1. Be at least 16 years old on Election Day
2. Be a United States Citizen
3. Be enrolled in a public, private, or qualified home school
4. Have consent of his/her parent or legal guardian to work the election
5. Have consent of his/her school principal (or parent/legal guardian for home-schooled students); and
6. Complete any required election worker training program

#### HOW TO APPLY

1. Complete Student Election Clerk Application and Permission Form
2. New Students must complete the enrollment process (application, W-4, I-9, submit a copy of required identification card and social security card). All returning student clerks will only have to submit the Student Election Clerk Permission Form.

#### WHERE TO APPLY

1. At our office (1050 E Madison St. Brownsville, TX 78520)
2. [cameronvotes.com](http://cameronvotes.com)
3. School Representative

#### ACCEPTING A STUDENT CLERK

1. Must receive a completed application and permission form must be turn in.
2. Excuse Letter will be provided the day after election day. We will email or fax to the school Attendance Clerk.

APPLICATION FOR EMPLOYMENT  
CAMERON COUNTY

1100 E. Monroe St. Suite 118, Brownsville, Texas 78520  
(956) 544-0827

Affirmative Action/Equal Employment Opportunity/MFD Employer

Answer all questions. Only completed applications will be considered for employment. The information you supply will be verified, avoid any misstatements, they could jeopardize your consideration for employment or serve as grounds for dismissal.

Today's Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Home Address: \_\_\_\_\_

Have you ever worked under another name? No  Yes  If Yes, what name? \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Numbers: (Home Phone) \_\_\_\_\_ (Mobile Number) \_\_\_\_\_ (Other) \_\_\_\_\_

Are you over 18 years of age? No  Yes  Date Available: \_\_\_\_\_

Hours willing to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Rotating Shift \_\_\_\_\_ Temporary \_\_\_\_\_

Willing to travel? No  Yes  Percent of Time: \_\_\_\_\_

How did you hear about the job?  
 Newspaper Advertisement  Cameron County Employee  
 County Bulletin Board  Texas Workforce Commission  School Placement Center  
 Texas Workforce Development Board  Other: \_\_\_\_\_

PERSONAL DATA

Have you ever applied for a position with Cameron County? No  Yes  Give Date: \_\_\_\_\_

Have you ever worked for Cameron County? No  Yes  Dates, From: \_\_\_\_\_

Are any of your relatives employees of Cameron County? No  Yes  To: \_\_\_\_\_

If yes, list name, relationship, and department employed in: \_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, or received a deferred adjudication? This includes any convictions stemming from motor vehicle use. (Disclosure of criminal record does not automatically disqualify you for employment): No  Yes

If yes, please explain dates, nature of charge, and disposition: \_\_\_\_\_

Are you authorized to work in this Country? No  Yes

Have you ever been discharged, suspended, or asked to resign from employment? If Yes, Please explain: No  Yes

Are you a veteran of the U.S. Military Service? (This information needed for Civil Service credit if applicable) No  Yes   
Type of Discharge: \_\_\_\_\_ Dates: \_\_\_\_\_

Are you able to perform the essential job functions with or without reasonable accommodation? (Answer only after reviewing the essential job duties on the job posting; may request a copy of the job description) No  Yes

## EDUCATION HISTORY

School/Location	Degree or Semester Hours Completed	Honors/Awards/Extracurricular Activities
High School	Graduated? No <input type="checkbox"/> Yes <input type="checkbox"/>	
College		
Graduate School		
Business/Vocational School/Other		

## SPECIAL QUALIFICATIONS

### **For Clerical Positions**

Do you type?    No  Yes                       \_\_\_\_\_ WPM

Do you use a 10-Key Adding Machine?                      No  Yes

What office machines can you operate? (Include computer skill): \_\_\_\_\_  
 \_\_\_\_\_

### **For Public Works Positions**

What machines/equipment can you operate that are related to the job you are applying for? (i.e., backhoe, mower, pesticide sprayers, etc)

\_\_\_\_\_

\_\_\_\_\_

### **For All Positions**

Can you speak or write in a foreign language?

Language: \_\_\_\_\_

	<u>Speak</u>		<u>Write</u>
<input type="checkbox"/>	Fluently	<input type="checkbox"/>	Fluently
<input type="checkbox"/>	Not Fluently	<input type="checkbox"/>	Not Fluently

What other licenses/certifications/registrations do you have? (Include dates received and license numbers)

\_\_\_\_\_

\_\_\_\_\_

Do you have any other special skills related to the job you are applying for? (Include knowledge of computer software i.e. Excel, Office, Word, Power Point, etc) : \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

List all employment after leaving school, starting with your most recent position. All time must be accounted for, including U.S. Military Service. If you were unemployed for any reason, state what you we're doing. Complete this section carefully because your work experience will be important in finding the position you are best suited for. Be sure to include all job history relevant to the position you are applying for. If you need additional space, please continue on a separate sheet of paper.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? Yes  No

Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties, Responsibilities, and Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

FOR EMPLOYER USE ONLY:

Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? Yes  No

Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties, Responsibilities, and Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

FOR EMPLOYER USE ONLY:

Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? Yes  No

Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties, Responsibilities, and Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

FOR EMPLOYER USE ONLY:

Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_



**REFERENCES**

List 3 Persons not related to you who have definite knowledge of your character. Qualifications, and fitness for the position you are applying for. Do not repeat names listed in the Employment History

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
How long has reference know you? \_\_\_\_\_

FOR EMPLOYER USE ONLY

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
How long has reference know you? \_\_\_\_\_

FOR EMPLOYER USE ONLY

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
How long has reference know you? \_\_\_\_\_

FOR EMPLOYER USE ONLY

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

**AUTHORIZATION AND AGREEMENT**

Please read before signing. If you have any questions, please ask.

Cameron County is an equal opportunity employer and does not discriminate in its recruiting, selection, and hiring procedures because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, political affiliation or belief, or any other non-job related factor.

I authorize the references and prior employers listed above to give Cameron County any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Cameron County.

I hereby affirm that the information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omission of fact on this application may result in my dismissal.

I understand that completion of this employment application form does not constitute any type of employment agreement or contract. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. (Social Security number, driver's license, home address and date of birth may be requested as a condition for employment at time of job offer.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Electronic Signature Agreement. By selecting the "Submit" button you are signing this Agreement electronically. You agree your electronic signature is legal equivalent of your manual signature on this agreement. By selection "Submit" you consent to be legally bound by this Agreement's terms and conditions.

**FOR PERSONNEL USE ONLY**

Interviewer/Department: \_\_\_\_\_

Date \_\_\_\_\_

Summary remarks: \_\_\_\_\_

Employed: No      Yes      DOH: \_\_\_\_\_      Salary/Hourly rate: \$ \_\_\_\_\_

Job Title: \_\_\_\_\_      Department: \_\_\_\_\_



**CAMERON COUNTY**

**EMPLOYEE DECISION ON DISCLOSURE OF INFORMATION**

State law allows an employee or official of a government body to choose whether or not to allow public access to his or her home telephone number, address and / or Social Security Number.

**Please check one of the following:**

**I hereby choose:**

**To Allow**

**Not to allow**

Public access to my home telephone number, address and social security number.

I understand that if during the course of my employment, I wish to open or close public access to my home telephone, address and / or Social Security Number, I may do so in writing to the County Human Resource Administrator.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Date**