



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
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



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
		<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)				
Signature of Employee		Today's Date (mm/dd/yyyy)				

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.			
Document Number (if any)					
Expiration Date (if any)					

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy)
GARZA, REMI ELECTIONS ADMINISTRATOR				
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code		
CAMERON COUNTY ELECTIONS DEPT.		1050 E. MADISON ST. BROWNSVILLE, TX 78520		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2024

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Multiple Jobs or Spouse Works Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Sign Here

Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

Student Election Clerk Application and Permission Form

Name of Student _____ Date of Birth _____
Home Address _____ Telephone Number _____
School Attending _____ Election Date _____

Student Affidavit: By signing this application, I acknowledge the following:

- I am interested in working the following election(s) _____ (election date).
- I am/will be at least 16 years of age on Election Day.
- I am currently enrolled at _____ (name of school).
- I am a United States citizen.
- I will complete the required training course prior to Election Day.
- I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office if I am unable to obtain an excused absence. It is my responsibility to collect and complete any and all school assignments for the day.

(signature of student)

(date)

Parent/Legal Guardian Permission: This is to certify that I give permission for my son/daughter, named above, to serve as a student election clerk for _____ (election).

(signature of parent/legal guardian)

(date)

(print name)

(telephone number)

School Principal Permission: This is to certify that the student named above is currently enrolled at _____ (name of school) and has my consent to serve as an election clerk on _____ (date).

(signature of principal)

(date)

(print name)

(Home-schooled students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.)

Send the completed form to your local elections office conducting the election for which you wish to serve (county clerk/elections administrator, city secretary, school superintendent, etc.). For more information about elections, go to the Secretary of State's website at www.sos.state.tx.us.