

Help Durham Vote

Join a team of committed community members who help maintain the integrity of the election process. This is a non-partisan sport.

Along with celebrity status, you will receive full training and compensation.

Registered voters and qualified high school students are eligible to serve.

Half-day shifts available.

Democracy Loves Help



*awesome

Become an Election Worker

- Assist Voters
- Set Up Equipment
- Deliver Satisfaction
- Meet Your Neighbors

EARLY VOTING OCT 16-NOV 1

ELECTION DAY TUESDAY NOV 4

Historical General Election at a Polling Place Near You

*voting is the cornerstone of
democracy*

Durham County Board of Elections



Priceless Info Found 4 Ways...

Call: 919-560-0690

Visit: 706 W. Corporation St.

Search: www.durhamcountync.gov/departments/elec/

Email: wmay@durhamcountync.gov

Click on the links below for more information:

- [One-stop workers](#)
- [Election Day workers](#)
- [Durham County application](#)



DEMOCRACY NEEDS YOU!

1-STOP ELECTION WORKERS NEEDED

**Durham County Board of Elections will be staffing multiple early
voting sites**

OCTOBER 16 – NOVEMBER 1

NO EXPERIENCE REQUIRED- Applicants should be healthy, smart, friendly and honest. They should also have basic computer skills and a great attitude.

The pay rate is \$12.95 hourly.

The BOE is seeking both full-time and part-time workers who will play a major role in conducting an open and honest election for the people of Durham County.

The locations will be: Board of Elections Office, NCCU Parrish Center, Northern Regional Library, Eastern Regional Library, Forestview Elementary and Southwest Elementary

Applicants must submit a completed Durham County Application for Employment. You may find it here:

http://www.durhamcountync.gov/departments/hrsv/Job_Opportunities/Application_for_Employment.html

Mandatory training will begin in early October. Schedule to be released soon.

For more information, please contact Whitney at (919) 560-0690. You may also visit www.durhamcountync.gov/departments/elec/ or 706 W. Corporation St. Durham, NC 27701

VOTING IS THE CORNERSTONE OF DEMOCRACY



HELP DURHAM VOTE

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Durham County Board of Elections will be staffing 57 polling locations

TUESDAY, NOVEMBER 4TH

If you are a registered voter in Durham County and attend training, you are eligible to serve as an Election Worker in this historical event. You must commit to 1 class from the following schedule*:

Wednesday, Oct 22	5:30-8:00 PM
Thursday, Oct 23	2:00-4:30 PM
Thursday, Oct 23	5:30-8:00 PM
Friday, Oct 24	2:00-4:30 PM
Saturday, Oct 25	10:00 AM-12:30 PM
Monday, Oct 27	2:00-4:30 PM
Tuesday, Oct 28	2:00-4:30 PM
Tuesday, Oct 28	5:30-8:00 PM
Wednesday, Oct 29	10:00 AM-12:30 PM

All classes will be held at the Durham County Public School Staff Development Center at 2107 Hillandale Rd. Durham, NC 27705. (Corner of Hillandale Rd. and Carver St.)

*Folks arriving 10 minutes late will not be admitted.

Election Workers will be compensated \$25 for attending training. Election Workers will be compensated \$160 for full Election Day service as an Assistant. Partial-day service (3-12 hours) is pro-rated based on the flat fee.

Please contact Whitney at 560-0690 to reserve your spot in a training class and receive your November 4th location assignment.

DEMOCRACY LOVES HELP



APPLICATION FOR EMPLOYMENT

Human Resources Department

200 East Main Street, 3rd Floor

Durham, North Carolina 27701

(919) 560-7900

Hours: 8:30-5:00 p.m. Monday - Friday

Internet: www.co.durham.nc.us

Please Read and Follow Carefully

1. Durham County Government accepts applications for positions that are currently listed in the County's "Employment Opportunities Bulletin" or the internet website. Applications must include Position Title, Position Number and Department. **Only Durham County Government applications will be accepted.**
2. A separate application must be completed for each position for which you apply. Supplemental application, transcript, license, or certification must be included, if required. Applications missing this information or unsigned will not be processed.
3. A personal resume will not be accepted in lieu of a completed application.
4. Completed, dated and signed applications should be submitted by 5:00 p.m. on or before the closing date.
5. Applications, resumes, transcripts, letters of reference and other information submitted will become the property of the County and can not be returned.

It is the policy of Durham County Government to hire only those persons who are lawfully authorized to work in the United States. As a condition of employment, individuals hired by the County are **required to present proof of identity** and of their legal eligibility to work in the United States **before they can begin work**. It is the further policy of Durham County that **no persons will be hired who owe real or personal property taxes to the County.**

PLEASE NOTE: YOU WILL RECEIVE NO FURTHER COMMUNICATION UNLESS THE HIRING DEPARTMENT SCHEDULES YOU FOR AN INTERVIEW.

Please Type or Print Clearly in Ink

Date: _____

Name: _____ Email Address: _____

Present Address: _____
Street & No. City State Zip Code

Home Phone No.: _____ - _____ - _____ Business Phone No.: _____ - _____ - _____

Position Title: _____ Position Number: _____

Department: _____

EDUCATION

Circle highest level completed.

1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

School	Location	Attended From	To	Grad?	Semester/Quarter Hrs.	Type of Degree or Diploma	Major	Minor
High School or GED				YES <input type="checkbox"/>				
				NO <input type="checkbox"/>				
College or University				YES <input type="checkbox"/>				
				NO <input type="checkbox"/>				
Graduate or Professional School				YES <input type="checkbox"/>				
				NO <input type="checkbox"/>				
Vocational or Technical School				YES <input type="checkbox"/>				
				NO <input type="checkbox"/>				

List specific courses, workshops, training or rotations you have had that are related to the position for which you are applying.

SKILLS

Check the following skills, experiences, etc., which you have.

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Car for use at work | <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Typing ___ wpm | <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Braille |
| <input type="checkbox"/> Shorthand/Speedwriting ___wpm | <input type="checkbox"/> Tax Preparer | <input type="checkbox"/> Foreign Language (specify) _____ |
| <input type="checkbox"/> Word Processing (specify) _____ | <input type="checkbox"/> Accounting | <input type="checkbox"/> Computer Hardware (specify) _____ |
| <input type="checkbox"/> Transcription (specify) _____ | <input type="checkbox"/> Sales | <input type="checkbox"/> Computer Language (specify) _____ |
| <input type="checkbox"/> Adding Machine/Calculator | <input type="checkbox"/> Cashier | |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Other _____ | |

If you are applying for a position that requires a driver's license, please provide:

Class Type: _____ Number: _____ State: _____

FOR SUPERVISORY/MANAGEMENT POSITIONS ONLY

Indicate the type (i.e., professional, technical, clerical, service, etc.), and number of employees you have supervised: _____

Check the following skills, experiences, etc., which you have.

- | | | |
|---|--|---|
| <input type="checkbox"/> Work Planning/Coordination | <input type="checkbox"/> Employee Counseling/Coaching | <input type="checkbox"/> Statistical Analysis |
| <input type="checkbox"/> Employee Selection/Dismissal | <input type="checkbox"/> Employee Performance Evaluation | <input type="checkbox"/> Budget Preparation/Maintenance |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> Staff Training | <input type="checkbox"/> Contract Negotiations |
| <input type="checkbox"/> Work Assignment | <input type="checkbox"/> Oral Presentation | <input type="checkbox"/> Report Preparations |

List fields of work for which you have been registered, licensed, or certified.

Registration: _____ State: _____ No.: _____ Exp. Date: _____

Registration: _____ State: _____ No.: _____ Exp. Date: _____

List memberships in employment-related professional or technical societies.

EMPLOYMENT HISTORY

PLEASE READ CAREFULLY

Using a separate section for each position, describe in detail all work experiences beginning with your present or most recent job. Include periods of unemployment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. Your present employer **will be contacted** if you are a finalist.

Employer: (Present or most recent)	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time ____ # Years ____ # Months			
<input type="checkbox"/> Part-time ____ # Years ____ # Months			
If part-time, number of hours per week: ____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time ____ # Years ____ # Months			
<input type="checkbox"/> Part-time ____ # Years ____ # Months			
If part-time, number of hours per week: ____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time ____ # Years ____ # Months			
<input type="checkbox"/> Part-time ____ # Years ____ # Months			
If part-time, number of hours per week: ____			

Continuation Sheet

EMPLOYMENT HISTORY

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Position Title: _____ **Position Number:** _____

Applicant's Signature
(Unsigned applications will not be processed.)

Date

Continuation Sheet

EMPLOYMENT HISTORY

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Employer:	Type of Organization:	Phone No:	Address:
Job Title:	Name of Supervisor:	No. Supervised by You:	
Date Employed: (mo/yr)	Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:
Date Separated: (mo/yr)	Job Duties: (Be specific)		
<input type="checkbox"/> Full-time _____ # Years _____ # Months			
<input type="checkbox"/> Part-time _____ # Years _____ # Months			
If part-time, number of hours per week: _____			

Position Title: _____ **Position Number:** _____

Applicant's Signature
(Unsigned applications will not be processed.)

Date

GENERAL INFORMATION

- Do you now work for Durham County Government? Yes No
- Have you ever worked for Durham County Government? Yes No
- Are you related by blood or marriage to any person now working at Durham County Government? Yes No
(If yes, give name, relationship to you and the department where employed.)

- Have you worked under any other name? Yes No (Required for verifying education, work records and references.)
If yes, please list. _____

- Check types of work you will accept.
 Permanent Full-time Permanent Part-time Work involving travel
 Temporary Full-time Temporary Part-time Any of the preceding
 Shift or Split Shift Work

- If you are not available for work now, enter the earliest date you could begin work (month/day/year). _____

- Have you ever been convicted of any crime under the name you used on this application or under any other name? (Omit traffic violations with fines of \$50 or less.) Yes No

If yes, please explain when, where, and disposition of case. NOTE: The existence of a criminal record does not automatically eliminate you from employment consideration.

REFERRAL SOURCES

Please indicate your referral source:

- Durham County Employment Opportunities Bulletin
- Durham County Website
- Durham County Jobline
- Other (Specify) _____

REFERENCES

List individuals familiar with your capabilities. Do not list relatives or supervisors previously noted under employment.

NAME	YEARS KNOWN	ORGANIZATION POSITION	HOME/BUSINESS ADDRESS	HOME/BUSINESS PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CERTIFICATION

I certify, to the best of my knowledge and belief, that the statements given above truly represent my background and experience. I understand that if I have knowingly misrepresented, omitted, or falsified any of the application information, I will be disqualified for employment consideration or dismissed from employment with the County. Further, I understand that as a condition of employment, I may be required to undergo testing for controlled substances. In addition, I hereby authorize my current and former employers (including the U.S. Government or U.S. Military), personal references, registration and licensing boards, and educational institutions listed on my application for employment, to provide Durham County Government with any job-related information requested. I also permit the County to conduct a police and court records investigation of my background if relevant to the job for which I am applying. Notwithstanding any provisions of Federal or State law, I expressly waive any right I may have to review confidential material or information received by the County from a previous employer or educational institution.

Finally, I attest, under penalty of perjury, that I am legally authorized to work in the United States, and that, if I am a male between the ages of 18-26, I (please check) have , have not registered for selective service. I further attest that if I am a real or personal property owner, all taxes are current.

Applicant's Signature
(Unsigned applications will not be processed.)

Date