

**Verna Chapman, City Clerk**

City of Inkster  
26215 Trowbridge  
Inkster, MI 48141



[www.cityofinkster.com](http://www.cityofinkster.com)  
Phone: 313.563.9770  
clerk@cityofinkster.com

## **ELECTION INSPECTOR INFORMATION SHEET**

### **Completing Your Application:**

Please complete **BOTH SIDES** and return the attached application to the City Clerk's Office.

Be sure to indicate your political party affiliation on the Election Inspector Application. State of Michigan Election Law requires that an equal number of inspectors from each major political party, as closely as possible, be appointed to each precinct.

DO NOT declare "independent" or "no party affiliation", this will disqualify your application under state law.

### **Training and Assignment Information:**

Before you are placed as an election inspector, it is necessary to complete a training session. Notification of training sessions will be by mail.

ALL trained election inspectors are "chairperson qualified". After you have worked a few elections, you may be called upon to substitute in precincts that need a chairperson.

Normally, you will be notified of your assignment by mail. You will be required to respond by phone or email to confirm your appointment. If there is a last minute cancellation, you may be telephoned (up to the day of the election) and asked to replace a cancelled inspector.

### **Rate of Pay:**

Chairperson \$225  
Co-Chairperson \$225  
Election Inspector \$200



Full Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street Address \_\_\_\_\_  
Street City/State Zip  
Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Medical Emergency Contact # \_\_\_\_\_  
Email Address \_\_\_\_\_

Registered to vote in  
 City  Township  Village of \_\_\_\_\_ Precinct # \_\_\_\_ District # \_\_\_\_  
County of \_\_\_\_\_

Political Party Affiliation (to be eligible for appointment you **MUST** specify and check one choice):  
 Republican  Democratic  Libertarian Other (please complete)

**(Michigan law requires that you designate a qualified party. Please note that "Independent" is NOT a valid party designation for election inspectors.)**

**2021** Election(s) you are available to work:  May 4  August 3  November 2

Have you ever been convicted of a felony or election crime?  Yes  No

Education (highest grade completed or degree held): \_\_\_\_\_

Languages other than English that you speak (if any): \_\_\_\_\_

Employment Background **(please include current or last place of employment and type of work)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Past experience as Election Inspector, if any (include jurisdiction):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have transportation?  Yes  No

Will you work at any polling place?  Yes  No If not, explain: \_\_\_\_\_

How often do you use a computer?  Daily  Weekly  Occasionally  Rarely  Never

Please rate your computer experience: 5 = very experienced 1= not experienced

	1	2	3	4	5
Laptop Computer					
Familiarity with Mouse/Keyboard					
Data Entry					
Navigating Drives/Folders					
Creating documents or files					
Saving documents to a Flash Drive					
Error Message Problem solving					

Training is a necessary component for the position of Election Inspector. Given this, would you be available for training as required by the State of Michigan when notified by the City of Inkster, City Clerk Department? Yes No

All election inspectors must be able to perform several essential job functions, including:

- The ability to move, lift and assemble voting booths, ballot bags, and voting equipment with weights occasionally exceeding 20 pounds;
- The visual ability to read precinct lists, applications to vote, and ballots as well as other clerical work assigned by the Chairperson;
- The ability to deal with the public in a courteous, patient, and efficient manner; and
- The ability to sustain long periods of sitting and standing throughout the day, as the demands of voters may require.

**I CERTIFY THAT I am not a member or a known active advocate\* of a political party other than the party identified above; that I have no history of felony or election crime convictions; that I will inform the city should I or any immediate family member be a candidate for nomination or election to any office during any election in (year); and that the foregoing statements are true to the best of my knowledge and belief.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN APPLICATION BY MAIL OR IN-PERSON TO:**

**City of Inkster Clerk’s Office  
26215 Trowbridge  
Inkster, MI 48141**

**\*A “Known Advocate” of another political party is defined to mean a person who 1) is delegate to the convention or an office of another political party 2) is affiliated with another party through an elected or appointed government position or 3) has made documented public statements specifically supporting by name another political party or its’ candidates in the same calendar year as the election at which the person will serve as an Election Inspector. “Documented public statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.**

**ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.**