



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

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[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

## APPLICATION FOR EMPLOYMENT – Temporary Elections Assistant

Today's date: \_\_\_\_\_

(PLEASE PRINT)

Last Name:	First Name:	Middle Name:
Address:	City:	State: Zip code:
Telephone Number(s):		
<i>*Circle number you prefer we use to contact you</i>		
Email address:		

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date: \_\_\_\_\_

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date: \_\_\_\_\_

Are you currently employed?

☐ Yes ☐ No

If Yes, may we contact your present employer?

☐ Yes ☐ No

Are you legally eligible to work in the United States in the position you are applying for? ☐ Yes ☐ No  
(Proof of citizenship or work eligibility will be required as a condition of employment.)

Are you at least 18 years old?

☐ Yes ☐ No

### Education

	Name and Address of School	Course of Study	No. Years Completed	Diploma/ Degree
High School				
College				
Trade or Business School				
Other (Specify)				

## Work Experience

Start with your present job or most recent job.

Employer:	Address:	
Telephone No.:	Job Title:	Supervisor:
Dates Employed: From: _____ To: _____		
Work Performed: _____ _____ _____		
Reason for Leaving: _____		

Employer:	Address:	
Telephone No.:	Job Title:	Supervisor:
Dates Employed: From: _____ To: _____		
Work Performed: _____ _____ _____		
Reason for Leaving: _____		

## Personal/Professional References

1.	_____	_____	_____
	(Name)	(Address)	(Telephone Number)
2.	_____	_____	_____
	(Name)	(Address)	(Telephone Number)
3.	_____	_____	_____
	(Name)	(Address)	(Telephone Number)

## Additional Information

State or attach any additional information that you feel may be helpful to us in considering your application:

## Applicant's Statement

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment or, if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge my understanding that employment with the City of Osseo is "at will," and that employment may be terminated by either the City of Osseo or me at any time, with or without notice.

With my signature below, I am providing the City of Osseo authorization to verify all information I provided within this application packet.

I further understand that it is my responsibility to notify the City of Osseo in writing of any changes to information reported in this application for employment. I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date