



100 Parkers Mill • Oswego, IL. 60543 • (630) 554-3618 • Fax: (630) 554-3306  
Website: <http://www.oswego.il.org>

Date: **November 23, 2011**  
Position: **Records Supervisor**  
Department: **Police Department**

**Status:**

**First Interviews have been completed.**  
Second interviews will be held the week of December 5<sup>th</sup>.

If you send/have sent your resume/application via email and/or if your email address appears on your resume/application, you will receive an email message from the Village confirming that your resume has been received (this should happen within a week or two after you submit your resume/application). If you do not have an email address listed on your application/resume, we will send you a confirmation letter via the US Postal Service.

If you have not received a confirmation please send an email to [humanresources@oswegoil.org](mailto:humanresources@oswegoil.org). If you do not have internet access, please call 630/554-3287, and leave a message for the Human Resource Department.

After resumes have been reviewed, we plan to conduct short telephone interviews with a specified number of applicants. Please do not expect to receive additional notification from the Village unless you are selected for a phone interview.

Further updates regarding this position will be posted on regular basis.

***Thank you for your interest in employment with the Village of Oswego.***