



Application for Employment

The Village of Oswego considers all applicants for employment without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, marital/parental status, veteran status, or any other protected group status in accordance with local, state, and federal laws. The Village also complies with the Americans with Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Human Resources at 630-551-2351. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Oswego. Disqualification for a previous position does not preclude a candidate from applying for a different position. Please furnish us with complete and accurate information as outlined in this application. **Do not submit a resume in place of completing any part of this application.**

Personal Information

Name _____

Address _____

City _____

State _____

Zip _____

Phone Number _____

Email Address _____

Are you legally eligible for employment in the United States?

(Employment is subject to verification of U.S. Citizenship or immigration status.)

Yes _____

No _____

Are you related to any current Village employee or elected official? (If yes, state their name and relationship to you.)

Yes _____ No _____

Have you ever been convicted of any violations of the law, other than minor traffic violations?

(Applicant is not obliged to disclose sealed or expunged records of conviction or arrest.)

Yes _____

Explain _____

No _____

If selected for employment, are you willing to submit to a pre-employment drug test, physical exam, and background check?

Yes _____

No _____

Position

Position you are applying for: _____

Available start date: _____

Desired pay: _____

Education

School Name	Location	Years Attended	Degree Received	Area of Study

Licenses and Certifications

If you hold any licenses and/or certifications relevant to the job you are applying, please list them below. You may also list any other special job-related qualifications, training, and/or experience you would like us to consider.

Professional References (Do not list relatives, friends, or personal references.)

Name	Title	Company	Phone

Employment History (List most recent employer first. Attach additional pages as needed.)

Employer (1)	Job Title	Dates Employed
Work Phone	Address	
Description of Duties		
Employer (2)	Job Title	Dates Employed
Work Phone	Address	
Description of Duties		
Employer (3)	Job Title	Dates Employed
Work Phone	Address	
Description of Duties		
Employer (4)	Job Title	Dates Employed
Work Phone	Address	
Description of Duties		

Signature Disclaimer

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements, misrepresentation or omission of facts, as stated or implied, on this application (or accompanying documents) shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Village of Oswego is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Village of Oswego and me. I acknowledge the right of the Village of Oswego to make changes in policy and benefits, where such policy or benefits are not specified or covered by contract, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Village Administrator, either verbal or written, may be conditional upon the satisfactory completion of a drug screen, background check and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Village of Oswego. I understand that my employment with the Village will be at-will and that I have the right to terminate my employment at any time and the Village of Oswego retains the same right unless otherwise provided in a collective bargaining agreement.

Name (Please Print)	Signature
Date	

Submit the application to: The Village of Oswego- Human Resources Department. E-mail is preferred at humanresources@oswegoil.org. Applications can also be mailed to 100 Parkers Mill, Oswego, IL 60543