



# VILLAGE OF OREGON

INCORPORATED 1883 *Wisconsin*

117 SPRING STREET • OREGON, WI 53575 • PHONE: 608.835.3118 • FAX: 608.835.6503

[WWW.VIL.OREGON.WI.US](http://WWW.VIL.OREGON.WI.US)

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Maiden/Previous

Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you worked for the Village before? YES  NO  If yes, explain: \_\_\_\_\_

Do you have a valid Driver's License (DL)? YES  NO  DL Number: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Are you currently employed? YES  NO  May we inquire with your current employer? YES  NO

Have you ever been convicted or do you have any pending charges for any violations of Municipal or County Ordinance, or State or Federal Laws? YES  NO

*If "Yes", then please provide all information related to pending charges or the conviction of the offense, including, but not limited to, the date of the incident, the date of the conviction or filing of the charge, a summary of the factual circumstances of the incident, the location and prosecuting agency and investigating agency, and the specific violation subject to the pending charge or the conviction. You are informed by the Village that any pending charge or conviction (including pleas) alone will not automatically disqualify you from employment unless the pending charge or conviction substantially relates to the employment position that you applied for with the Village or if the conviction or any court order prohibits you from performing a function of the job or if the Village's investigation of the underlying facts demonstrates you are unfit for the position. This information will only be used as permitted by law. Write a short narrative of the circumstances on the addendum provided at the end of the application. Start with the most recent incident. Additional space has been provided on page 4 "Addendum to Village of Oregon Application for Employment: Information Related to Pending Charges or Convictions, if any" attached to this application.*

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Studies: \_\_\_\_\_ Credit hours (if you did not graduate) \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma/GED: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Studies: \_\_\_\_\_ Credit hours (if you did not graduate) \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Please list other college education / vocational training / volunteer work or certification relevant to the position

## References

Please list three professional references, not related to you, whom you have known at least one year.

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Previous Employment

Please list your previous employment for the past ten (10) years. Attach additional sheets as necessary.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  Email: \_\_\_\_\_

**Previous Employment (cont.)**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? YES  NO  Email: \_\_\_\_\_

**Authorization, Release, Certification and Signature**

*I certify that information on this application is true, complete, and correct, and I authorize investigation of the assertions I have made to the Village of Oregon during this application process. Because of the importance to the public of the Village hiring high quality candidates to serve the public's interests with integrity and high ethical standards, I understand that any false or misleading statement, omission, or misrepresentation concerning requested information on this application or provided by me during the hiring process shall be a sufficient basis for rejection of my application or, if employed, my termination.*

*I understand that my pursuit of employment may be contingent upon the satisfactory completion of any or all of the following: interviews, skills or abilities testing, drug screening, background check, and investigation of my character, personal history, work record and references, and medical examinations. I consent to this process including a post-conditional offer pre-employment health examination and such future examinations as may be required by the Village.*

*I understand that I may be asked to sign a release and indemnification agreement regarding the background screening process. I understand that I may negotiate the terms of that agreement and that I will not be considered for employment if an agreement is not reached.*

*I understand this application will be considered inactive after thirty days unless otherwise decided by the Village.*

*I certify I have read (or have read to me) and understand this authorization and certification.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to: Oregon Public Library  
 Email: [employment@oregonlibrary.org](mailto:employment@oregonlibrary.org)  
 or Call: 608-835-3656 to make arrangements to drop off application

**If you need an accommodation at any time during the recruitment or employment process, please inform us of your needs. The Village of Oregon is an Equal Opportunity Employer and provides equal opportunities for all qualified individuals. We do not discriminate against employees or applicants because of their age, race, gender, gender identity, sexual orientation, religion, color, creed, national origin, veteran status, unemployment status, disability, or any other classification regarded as protected under state or federal law.**

