



# City of Orrville

## Application For Summer Employment



David T. Handwerk  
Mayor

207 North Main Street, Orrville OH 44667  
Phone: 330-684-5047

Philip C. McFarren  
Human Resources Manager

**COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY**

Resumes are not a substitute for the completion of this application.

**City of Orrville Mission Statement:**

**To provide quality services in a timely and efficient manner to ensure Orrville continues to be an exceptional Community.**

The City does NOT consider for employment or hire any individual who smokes or uses any form of tobacco.

## PERSONAL INFORMATION

|  |  |                       |   |
|--|--|-----------------------|---|
| <b>Last Name</b>   | <b>First Name</b>  | <b>Middle Initial</b> | <b>Date of Application</b>                          |
| <b>Address: Number &amp; Street</b>                                    | <b>City</b>  | <b>State</b>          | <b>Zip Code</b>                                     |
| <b>Telephone Numbers:</b><br>Home: (____) _____<br>Cell: (____) _____  | <b>e-mail Address</b><br>_____   |                       | <b>Social Security Number</b><br>____ - ____ - ____ |
| <b>Date of Birth</b><br>____ / ____ / ____<br>Month      day      Year | <b>Present Age:</b><br>_____ Age 40 & Under Only; (R = Retired; T = Teacher) |                       |   |

## POSITIONS APPLIED FOR (Check all that apply)

(See page 4 for detailed job descriptions)

|  |  |
|--|--|
| <b>Park &amp; Pool Office</b>  | <b>Service Department (Age 18 &amp; older)</b><br>(Streets, Park & Cemetery) |
| <b>Lifeguard (Must be Certified or willing to be)</b><br><b>Everyone Attach copies of cards (Both Sides)</b> | <b>Water Department (Age 18 &amp; Older)</b>                                 |
| <b>Service Department (Age 16 &amp; 17)</b><br>(Streets, Park & Cemetery)                                    | <b>Power Plant (Age 18 &amp; Older)</b>                                      |
| <b>Other:</b><br>_____   | <b>Electric Distribution (Age 18 &amp; Older)</b>                            |
|  | <b>Wastewater Department (Age 18 &amp; Older)</b>                            |

Do you have a valid driver's license? \_\_\_\_\_

## EDUCATION

|   |                                |                          |
|---|--------------------------------|--------------------------|
| Name of School Currently Attending                                | Current Grade<br>(Fresh, Soph) | Describe Course of Study |
| If a High School senior, do you plan to attend college this fall? |                                | What College?            |
| What special training have you had?                               |                                |                          |

## SCHOOL ACTIVITIES (Check all that apply)

|                                     |                                   |                               |                                     |                                    |
|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Football | <input type="checkbox"/> Band | <input type="checkbox"/> Wrestling  | <input type="checkbox"/> Swim Team |
| <input type="checkbox"/> Soccer     | <input type="checkbox"/> Track    | <input type="checkbox"/> Golf | <input type="checkbox"/> Basketball | Other:                             |

## AVAILABILITY FOR WORK

What dates and/or hours will you NOT be able to work?

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Estimated date you will be leaving employment to return to school?

## REFERENCES (persons not related to you)

|                      |                            |
|----------------------|----------------------------|
| 1. _____             | Telephone Number ( ) _____ |
| How Acquainted _____ | Years Acquainted _____     |
| 2. _____             | Telephone Number ( ) _____ |
| How Acquainted _____ | Years Acquainted _____     |
| 3. _____             | Telephone Number ( ) _____ |
| How Acquainted _____ | Years Acquainted _____     |

## EMPLOYMENT EXPERIENCE (Including previous employment with the City)

Start with your current or most recent job.

| Employer           |            | Dates Employed     |        | Work Performed |
|--------------------|------------|--------------------|--------|----------------|
|                    |            | From               | To     |                |
| Address            |            |                    |        |                |
| Telephone Number   | Supervisor | Hourly Rate/Salary |        |                |
|                    |            | Starting           | Ending |                |
| Job Title          |            |                    |        |                |
| Reason for Leaving |            |                    |        |                |

| Employer           |            | Dates Employed     |        | Work Performed |
|--------------------|------------|--------------------|--------|----------------|
|                    |            | From               | To     |                |
| Address            |            |                    |        |                |
| Telephone Number   | Supervisor | Hourly Rate/Salary |        |                |
|                    |            | Starting           | Ending |                |
| Job Title          |            |                    |        |                |
| Reason for Leaving |            |                    |        |                |

| Employer           |            | Dates Employed     |        | Work Performed |
|--------------------|------------|--------------------|--------|----------------|
|                    |            | From               | To     |                |
| Address            |            |                    |        |                |
| Telephone Number   | Supervisor | Hourly Rate/Salary |        |                |
|                    |            | Starting           | Ending |                |
| Job Title          |            |                    |        |                |
| Reason for Leaving |            |                    |        |                |

## APPLICANT'S STATEMENT

**READ THE STATEMENT BELOW AND INITIAL.**

- I understand that if I am selected for employment, my employment is conditioned upon my passing a pre-employment physical and drug test.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

# JOB DESCRIPTIONS (Examples Only)

## ORR POOL

|                               |  |
|-------------------------------|--|
| <b>Park &amp; Pool Office</b> | Checks in patrons, sells pool passes, takes money from patrons, answers the phone, and makes public service announcements. Additional duties on the weekend only, are pool clean-up, pool sweeping, cleaning the bathhouse and park restrooms, Orr Park clean-up, and cleaning Schmid Hall (see schedule below). <b>If not already a certified lifeguard, 5 of the 7 positions <u>must</u> already be certified or willing to successfully complete Lifeguard classes to be hired.</b> Lifeguard classes will be offered at Orr Pool. Once certified, this position will also be scheduled as a Lifeguard. |
| <b>Lifeguard</b>              | Monitors pool water and pool deck to assure patrons are safe. Additional duties on the weekend only, are pool clean-up, pool sweeping, cleaning the bathhouse and park restrooms, Orr Park clean-up, and cleaning Schmid Hall (see schedule below).  |
| <b>Pool Maintenance</b>       | Daily pool clean-up and sweeping the pool, cleaning the bathhouse, park restrooms, Orr Park clean-up, as well as cleaning Schmid Hall. In addition, mowing, weeding and basic maintenance jobs. Scheduled Monday – Friday, 7:00 am – 3:30 pm.  |

## ORR POOL WORK SCHEDULE (Pool is open 7 days a week, weather permitting)

|   |   |  |
|---|---|--|
| Pool Clean-Up and Pool Sweeping (Weekends)  | 7:00 – 9:00 am  | Employees are scheduled for a minimum of 25-30 hours a week. |
| Bathhouse Clean-Up, Park Restrooms & Park Clean-Up, and Schmid Hall Clean-Up (Weekends) | 8:00 – 10:00 am   |  |
| Swim Lessons (*)<br>*Must be a Certified Lifeguard                                      | 10:30 – 12:00 pm  |  |
| Pool Hours<br>Bathhouse or Lifeguard  | 12:00 – 5:00 pm & 5:00 – 9:00 pm<br>1:00 – 5:00 pm & 6:00 – 9:00 pm |  |

## ORR PARK SECURITY

|  |  |
|--|--|
| <b>Park Security</b><br>College Student or Adult | Provides security to Orr Park by making rounds through the park, beginning in late May. Scheduled Thursday – Monday, 2:00 pm – 10:00 pm. |
|--|--|

## GENERAL CITY & DEPARTMENT OF PUBLIC UTILITIES (Monday – Friday; 7:00 am – 3:30 pm)

|   |   |
|---|---|
| <b>Streets, Park &amp; Cemetery</b><br>Age 16 & 17    | Mowing, weed eating, painting, shoveling, sweeping, raking, cleaning, and able to carry up to 50 lbs.   |
| <b>Streets, Park &amp; Cemetery</b><br>Age 18 & older | Mowing, weed eating, painting, shoveling, sweeping, raking, cleaning, assist public service workers, and able to carry up to 50 lbs. Valid driver's license.  |
| <b>Distribution</b><br>Age 18 & older                 | 1 <sup>st</sup> preference given to students in Telecommunications from the Career Center or Lineworkers School. Flag traffic, assist Lineworkers, able carry up to 50 lbs. Valid driver's license. |
| <b>Power Plant Maint.</b><br>Age 18 & older           | Mowing, weed eating, cleaning & mopping restrooms & breakroom, sweeping floors, pressure washing w/fire hose, painting, hauling pallets and able to carry up to 50 lbs. Valid driver's license.     |
| <b>Wastewater Department</b><br>Age 18 & older        | Mowing, weed eating, painting, general clean-up and able to carry up to 50 lbs. Valid driver's license.   |
| <b>Water Department</b><br>Age 18 & older             | Painting, cleaning, landscaping, washing vehicles, assist maintenance workers and able to carry up to 50 lbs. Valid driver's license.   |
| <b>Purchasing/Materials</b><br>Age 18 & older         | Driving to pick-up parts, put away parts, organizing, painting, sweeping and able to carry up to 50 lbs. Valid driver's license.  |

## FINANCE/UTILITY BILLING OFFICE (Monday – Friday, 8:00 – 5:00 pm)

|   |  |
|---|--|
| Utility Billing Office<br>College Students Only | Taking utility payments from customers, issuing receipts, customer service, data entry, scanning and other office related tasks. |
|---|--|