



# 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> Home: (____) _____ Cell: (____) _____	<b>e-mail Address</b> _____		<b>Social Security Number</b> ____ - ____ - ____
<b>Date of Birth</b> ____ / ____ / ____ Month      day      Year	<b>Present Age:</b> _____ 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> (Streets, Park & Cemetery)
<b>Lifeguard (Must be Certified or willing to be)</b> <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> (Streets, Park & Cemetery)	<b>Power Plant (Age 18 &amp; Older)</b>
<b>Other:</b> _____	<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 (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?

\_\_\_\_\_

\_\_\_\_\_

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 (*) *Must be a Certified Lifeguard	10:30 – 12:00 pm	
Pool Hours Bathhouse or Lifeguard	12:00 – 5:00 pm & 5:00 – 9:00 pm 1:00 – 5:00 pm & 6:00 – 9:00 pm	

## ORR PARK SECURITY

<b>Park Security</b> 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.
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## GENERAL CITY & DEPARTMENT OF PUBLIC UTILITIES (Monday – Friday; 7:00 am – 3:30 pm)

<b>Streets, Park &amp; Cemetery</b> 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> 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> 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> 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> 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> 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> 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 College Students Only	Taking utility payments from customers, issuing receipts, customer service, data entry, scanning and other office related tasks.
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