



CITY OF ORRVILLE 2024 SUMMER HELP APPLICATIONS

Applications are now being accepted for summer employment with the City of Orrville. Applications may only be found at www.Orrville.com (Go to City Departments and then the Human Resources tab for a PDF fillable application). Applications MUST BE completed electronically and emailed to hr@orrville.com, along with Lifeguard certification, if applicable. Applicants must be at least age 16, a full full-time school student, a full-time college student, or retiree.

We offer the following information to help you understand the City of Orrville's hiring process for Summer Help. Individuals who worked for the City last summer and whose job performance met requirements will be given first consideration. After that, applications will be considered on a first come, first serve basis. However, for Lifeguard and Park & Pool Office positions, preference will be given to applicants who possess current Lifeguard & CPR certifications, or provide copies of certification by April 1, 2023.

Students and retirees who reside in Orrville and/or the Orrville City School District will be given first consideration after returning employees are placed.



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

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

POSITIONS APPLIED FOR (Check all that apply)

(See page 4 for detailed job descriptions)

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

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

Park & Pool Office	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). 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. Lifeguard classes will be offered at Orr Pool. Once certified, this position will also be scheduled as a Lifeguard.
Lifeguard	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).
Pool Maintenance	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

Park Security 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)

Streets, Park & Cemetery Age 16 & 17	Mowing, weed eating, painting, shoveling, sweeping, raking, cleaning, and able to carry up to 50 lbs.
Streets, Park & Cemetery 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.
Distribution Age 18 & older	1 st 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.
Power Plant Maint. 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.
Wastewater Department Age 18 & older	Mowing, weed eating, painting, general clean-up and able to carry up to 50 lbs. Valid driver's license.
Water Department Age 18 & older	Painting, cleaning, landscaping, washing vehicles, assist maintenance workers and able to carry up to 50 lbs. Valid driver's license.
Purchasing/Materials 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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