



CITY OF ORRVILLE 2026 SUMMER HELP APPLICATIONS

The City of Orrville is now accepting applications for 2026 summer employment.

A fillable PDF application is available at www.orrville.com under the Employment tab. Please save the completed application and email it to hr@orrvilleoh.gov along with Lifeguard & CPR certifications, if applicable. **Applicants must be at least age 16 by April 25, 2026.**

First consideration will be given to individuals who worked for the City during a previous summer and met satisfactory job requirements, full-time high school and college students, teachers and retirees. All other applications will be considered on a first-come, first-served basis.

Preference for **Lifeguard** positions will be given to applicants who possess current Lifeguard & CPR certifications and provide copies of certifications by **April 1, 2026**.

Returning Summer Employees: Please submit your application by **April 1, 2026** so we can confirm your summer employment early.

FINAL Deadline to Apply: April 25, 2026



EMPLOYMENT APPLICATION

This application will not be considered for employment unless all information has been completed. A resume is not a substitute for application, but you are welcome to attach it.

Date of Application

Personal Information

Full Name (First, Middle, Last)

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Address

City/State/Zip Code

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Phone Number

Email Address

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Date of Birth

Please indicate below if you are Retired or a Teacher
 _____ (R=Retired; T=Teacher)

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Do you have a valid drivers' license? Yes No

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Position & Availability

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) MUST attach copy of current certification	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)

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?		If so, what college?
What special training have you had?		

SCHOOL ACTIVITIES (Check all that apply)

Volleyball	Football	Band	Wrestling	Swim Team
Soccer	Track	Golf	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?

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. (Including previous employment with the City)

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

EMPLOYMENT EXPERIENCE (Continued)

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

<p>READ THE STATEMENT BELOW AND INITIAL.</p> <p>I understand that if I am selected for employment, my employment is conditioned upon my passing a pre-employment physical and drug test.</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Applicant's Signature</p>

The City of Orrville is an Equal Opportunity Employer

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. Orr Pool is open 7 days a week, weather permitting.
Lifeguard	Monitors pool water & pool deck to assure patrons are safe. Additional duties on the weekend only, are pool clean-up, pool sweeping, cleaning the bathhouse & park restrooms, Orr Park clean-up, and cleaning Schmid Hall (weekend schedule below).
Pool Maintenance	Daily pool clean-up & 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
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 Maintenance 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.

TECH SERVICES (Monday – Friday, 8:00 – 4:30 pm)

College Students Only	Assisting IT Department with general technical service and support.
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