



CITY OF ORRVILLE 2025 SUMMER HELP APPLICATIONS

Applications are now being accepted for summer employment with the City of Orrville. A PDF fillable application can be found at www.orrville.com under the Employment tab. Please save completed application and email to hr@orrvilleoh.gov, along with Lifeguard certification, if applicable. Applicants **must be at least age 16 by April 25, 2025.**

First consideration will be given to individuals who worked for the City a previous summer and met satisfactory job requirements, full-time high school and college students, teachers and retirees. After that, applications will be considered on a first-come, first-serve basis. Preference for Lifeguard positions will be given to applicants who possess current Lifeguard & CPR certifications and provide copies of certification by April 1, 2025.

Deadline to Apply: April 25, 2025



City of Orrville

Application For Summer Employment



Matthew R. Plybon
Mayor

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

Tammy J. Auble
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.

HOW DID YOU HEAR ABOUT THIS JOB POSTING? _____

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date of Application
Address: Number & Street	City	State	Zip Code
Telephone Numbers:		e-mail Address	
Home: (____) _____		_____	
Cell: (____) _____			
Date of Birth		Present Age:	
____/____/____ Month day Year		_____ 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) 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)

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	
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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