



Today's Date \_\_\_\_\_

# CANDIDATE PROFILE

## Part-time and Seasonal Employment

**Important: This form MUST be completed fully and accurately. You must follow all instructions to avoid disqualification. Submit by mail or deliver to City of Vandalia-333 Bohanan Drive, Vandalia, 45377. Or by email: [jtrick@vandaliaohio.org](mailto:jtrick@vandaliaohio.org)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Text? Yes / No

Email address that you check regularly: \_\_\_\_\_

STUDENTS ONLY: School currently attending \_\_\_\_\_  
Expected graduation date (Month/Year) \_\_\_\_\_ Dates of Availability \_\_\_\_\_ to \_\_\_\_\_

Please mark your daily availability below, using the hours of 6am to 10pm.

Sunday: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

### \*\*\*\*\* AREAS OF INTEREST\*\*\*\*\*

Please indicate your top 1-5 areas of interest on the corresponding lines, marking 1 as your most desired position, 2 as your second most desired position, 3 as your third most desired position and so forth. Please select ONLY 5.

### Part-Time Year 'round positions:

#### Ages 15 and older

- Lifeguard  
(certification required)
- Swim Lesson Aide
- Fitness Center Attendant

#### Ages 16 and older

- Birthday Party Attendant
- Childcare Attendant
- Climbing Wall
- Buildings Custodial
- Gym Attendant
- Swim Lesson Instructor
- Recreation Leader

#### Ages 17 and older

- Front Desk Attendant-VRC

#### Ages 18 and older

- Aerobics & Fitness Instructor  
(certification required)
- Facility Coordinator
- VRC Custodial
- Gym Attendant
- Fire & EMS (certification required)

### Seasonal Positions - Months vary with each position

#### Ages 14 and older

- Youth Sport Official
- Sports Complex Concessionaire

#### Ages 15 and older

- Cassel Hills Pool Lifeguard  
(certification required)
- Swim Lesson Aide
- Front Desk Attendant  
Cassel Hills Pool

#### Ages 16 and older

- Swim Lesson Instructor
- Pool Maintenance
- Park/Facility Maintenance
- Golf Maintenance
- Golf Course Operations

#### Ages 18 and older

- Summer Camp Counselor
- PT Public Works Tech

#### Ages 19 and older

- Golf Snack Bar Attendant  
(age 21 preferred)

**Pool Applicants ONLY:**  
Do you hold lifeguard or instructor certification? Y\_\_N\_\_

**PLEASE COMPLETE SIDE 2**

Below, please briefly list your qualifications for your ***top three*** desired positions as noted on page one. What skills or experience do you have that make you the ideal candidate for these three positions?

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Please list your three most recent jobs (if any) as follows:

<u>Dates of Service</u>	<u>Name of Company</u>	<u>Position Held</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you worked for the City of Vandalia previously? YES / NO If yes, please list positions held and dates of service:

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Do you have a relative(s) currently employed by the City of Vandalia or applying for employment with the City? YES / NO If yes, in what position(s) do they work or for what position(s) are they applying?

<u>Name</u>	<u>Position working or applying for</u>
_____	_____
_____	_____
_____	_____

**SIGNATURE**

BY SIGNING HERE, I CERTIFY THAT ALL STATEMENTS MADE ON THIS FORM ARE TRUE AND COMPLETE AND THAT ANY MISTATEMENT OF MATERIAL FACT WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL.

**City of Vandalia use only in this area**