



If you are dependable, hardworking and enjoy serving others, the City of Vandalia would like to hear from you! Through February 15, 2019, Vandalia is recruiting part time and summer seasonal employees for the areas of Parks and Recreation, Facilities Maintenance, Public Works and Cassel Hills Golf Course and Swimming Pool. Additionally, the Vandalia Fire Department welcomes part time applications year 'round.

**Part-time, 2019 SEASONAL (Summer/Early Fall only) positions that may be available in the Parks and Recreation and Public Works Departments and at Cassel Hills Golf Course include the following:**

**Ages 14 and older:** Youth Sport Official, Sports Complex Concessionaire

**Ages 15 and older:** Cassel Hills Pool Lifeguard (requires certification), Swim Lesson Aide, CHP Front Desk Attendant

**Ages 16 and older:** Swim Lesson Instructor, Pool Maintenance, Park/Facility Maintenance, Golf Maintenance, Golf Course Operations

**Ages 18 and older:** Summer Camp Counselor, Part Time Public Works Technician

**Ages 19 and older:** Golf Snack Bar Attendant (age 21 preferred)

**Part-time, year 'round positions available periodically at the Vandalia Rec Center, in our Facilities Maintenance and Fire Divisions include jobs like the following:**

**Ages 15 and older:** Climbing Wall, Swim Lesson Aide, Lifeguard (requires certification) and Fitness Center Attendant,

**Ages 16 and older:** Birthday Party Attendant, Childcare Attendant, Buildings Custodial, Swim Lesson Instructor, Gymnasium Attendant

**Ages 17 and older:** VRC Front Desk Attendant

**Ages 18 and older:** Aerobics & Fitness Instructor (requires certification), Facility Coordinator, VRC Custodial, and Fire and EMS staff (certification required).

Prospective candidates must complete our Candidate Profile, available on the Vandalia website, [www.vandaliaohio.org](http://www.vandaliaohio.org), at the Vandalia Rec Center or at the Vandalia Municipal Building. Completed forms must be mailed or delivered to the City of Vandalia—attention City Manager's Office, 333 James Bohanan Memorial Drive, Vandalia, OH 45377. Deadline for profile submission is February 15, 2019, 10 p.m. Candidates who apply by February 15 will be considered before any late applicants.

**The City of Vandalia is an EOE/ADA Compliant**

## 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: [sclark@vandaliaohio.org](mailto:sclark@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**