



# CITY OF PLACENTIA

## EMPLOYMENT APPLICATION SUMMER 2024

### CONTACT INFORMATION

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

Address: \_\_\_\_\_  
Street City State Zip

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Can you, after employment,  
submit proof of your legal right  
to work in the United States? \_\_\_\_\_

CA License/ID#: \_\_\_\_\_  
(NA if not applicable)

### SELECT THE POSITIONS YOU ARE INTERESTED IN APPLYING FOR

(PLEASE READ THE FOLLOWING CONTENT CAREFULLY)

**INSTRUCTIONS:** Please select which **Recreation** AND/OR **Aquatics** position(s) you are interested in applying for. Your qualifications and interview will determine job type and selection (not guaranteed).

**COMMUNITY SERVICES LEADER** - Experience: Previous leadership, volunteer work, or recreation experience, and/or working with the public is desirable. Great first job for students! + Must be 15 1/2 years of age by June 24, 2024 & Valid Work Permit.

**SR COMMUNITY SERVICES LEADER** - Experience: Two (2) years of recreation/volunteer related experience working for community-based programs + High School Degree/GED Equivalent

**COMMUNITY SERVICES SPECIALIST** - Experience: Three (3) years of experience in a recreational setting, for community-based programs or related field + Graduation from High School/GED Equivalent & have completed some college-level coursework.

**LIFEGUARD** - Experience: Lifeguard and/or prior aquatics experience, including working with children/youths is desirable; Must be 15 1/2 years of age by June 24, 2024 & valid Work Permit.

**INSTRUCTOR GUARD** - Experience: Lifeguard and/or prior aquatics experience, including working with children/youths is desirable + 16 years of age by June 24, 2024 & valid Work Permit.

**SR INSTRUCTOR GUARD** - Experience: Minimum 2 years of experience as a Lifeguard and/or prior aquatics experience, including working with children/youths is required + High School Diploma/GED Equivalent and have completed some college-level coursework.



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## SUPPLEMENTAL & AVAILABILITY QUESTIONNAIRE

The minimum age to work for the City of Placentia is 16 years of age. Please select the scenario that best describes you.

- I am at least 15 1/2 at the time of application.
- I will be at least 16 years of age by June 1, 2024
- I am at least 16 years of age but under 18 years of age. I am 18 years of age or older.
- I am under the age of 15 1/2.

Please select your level of education.

- High School Freshman or Equivalent
- High School Sophomore or Equivalent
- High School Junior or Equivalent High School Senior or Equivalent High School Graduate or equivalent Some College
- Associate degree
- Bachelors degree
- Masters degree or higher

Do you possess a valid California Driver's License or a valid out-of-state Driver's License? YES NO

If hired, are you available to work the summer programs from JUNE 17, 2024 - AUGUST 23, 2024? YES NO

Do you have any pre-scheduled vacations/trips scheduled between JUNE 17 THROUGH AUGUST 23? Or, are there any days of the week/times you are unable to work for the summer season? If yes, please indicate the dates, times below; or enter 'NA' if not applicable.

Do you possess a valid CPR/First Aid/AED certification? If 'yes,' please attach a copy of your certification to your online application. Please note, not currently obtaining this certification does not disqualify you from consideration. However, you must obtain this certification prior to the start of your employment. Yes No



# CITY OF PLACENTIA

## RECREATION & AQUATICS CERTIFICATION REQUIREMENTS

### RECREATION POSITIONS CERTIFICATION REQUIREMENTS

A CPR/First AID/AED Certification acknowledged by the Red Cross must be completed by June 24, 2024. This certification is valued at \$100 and valid for up to 2 years.

- The City will be offering this Instructor Led in-person course to summer hires at no cost.
- If you are hired, Human Resources will contact you with the training date and additional information.

### AQUATICS POSITIONS CERTIFICATION REQUIREMENTS

#### LIFEGUARDS:

A Lifeguard Certification (which includes CPR/First Aid/AED Requirement) acknowledged by the Red Cross and must be completed by June 24, 2024. This certification is valued at \$250 and valid for up to 2 years.

- The City will be offering this Instructor Led in-person course to summer hires at no cost.
- If you are hired, Human Resources will contact you with the training dates and additional information.

#### INSTRUCTOR GUARD & SR INSTRUCTOR GUARD:

A Lifeguarding Certification AND a Water Safety Instructor (W.S.I) Certification acknowledged by the Red Cross must be completed by June 24, 2024. These certifications are valued at \$550 and valid for up to 2 years.

- The City will be offering this Instructor Led in-person course to summer hires at no cost.
- If you are hired, Human Resources will contact you with the training dates and additional information.

- *All certifications will be your financial responsibility to obtain prior to June 24, 2024, if you are unable to attend the City sponsored trainings.*
- *Certifications are not required at time of application submittal.*

## IMPORTANT

The content on the upcoming pages is provisional and solely for informational purposes. Kindly avoid attending any events listed unless directed by Human Resources. An email will be sent to update you on your application status, so keep your contact details current.

Lastly, remember to sign, attach any necessary documents, and submit your application on the final page.



# CITY OF PLACENTIA

## INTERVIEW PROCESS FOR ALL POSITIONS

### RECREATION INTERVIEWS

- Tuesday, April 9, 2024
  - 3:00 pm to 6:00 pm @ Placentia City Hall
- Thursday, April 11, 2024
  - 3:00 pm to 6:00 pm @ Placentia City Hall
- Saturday, April 13, 2024
  - 8:00 am to 3:00 pm @ Whitten Community Center

### AQUATICS INTERVIEWS & SWIM ASSESSMENTS

- Saturday, April 27, 2024
  - 8:00 am to 3:00 pm @ Valencia High School Swimming Pool
- Saturday, May 5, 2024
  - 8:00 pm to 3:00 pm @ Valencia High School Swimming Pool
- Candidates will take their swim assessment & interview on the same day.

### WHAT TO EXPECT AFTER THE INTERVIEW

At the end of your interview, the panel might excuse you and mention that you will get follow-up communication within a week. On the other hand, they could inform you on the spot that you passed the interview and instruct you to wait in the lobby for additional guidance from HR to proceed with your live-scan (fingerprinting) at the Police Department at City Hall. If you are under 18, a parent or legal guardian must be present for this process.

Please feel free to contact Human Resources if you have any questions following your interview or would like a status at (714) 993-8296 or via email at [hr@placentia.org](mailto:hr@placentia.org)



# CITY OF PLACENTIA



## PRE-EMPLOYMENT PROCESS INFORMATION & APPLICATION ACKNOWLEDGEMENT

### THE PRE-EMPLOYMENT PROCESS

Candidates must successfully meet all the following requirements for employment:

- LIVE-SCAN FINGERPRINTING
  - You will either complete your live-scan following your interview or schedule a future appointment; Guardian must accompany if new hire is a minor.
- MEDICAL PHYSICAL & DRUG TEST
  - For your convenience, the City of Placentia will provide these services locally in the City.
  - You may be required to complete a TB TEST at your medical assessment after a brief questionnaire is completed. Guardian must accompany if new hire is a minor.
- HIGH SCHOOL WORK PERMIT
  - New hires under 18 & still in High School must obtain a work permit through their school's Career Center.

### NEW HIRE ORIENTATION

Human Resources will email new hires an invitation to attend New Hire Orientations at Placentia City Hall. This process may take up to an hour and a half. Summer hires will be asked to provide documentation necessary to complete the required i-9 form validating their right to work in the United States and HR will take photo for employee badges. Orientations are tentatively scheduled during the week of June 10, 2024 (or earlier).

### START DATE INFORMATION

- First date of employment commences on training week from June 17, 2024, to June 21, 2024
- The summer season officially begins after training week on Monday, June 24, 2024.
  - Employment is contingent on completing all preemployment requirements.

ATTACH YOUR RESUME, CERTIFICATION(S), OR OTHER SUPPORTING DOCUMENTATION HERE



### APPLICATION ACKNOWLEDGMENT

By signing this application, you attest to the accuracy of all statements provided, acknowledging that furnishing false information may result in non-employment or termination. Furthermore, upon employment, you acknowledge understanding and compliance with the pre-employment criteria. It is important to note that this application is the property of the City of Placentia. Any updates regarding changes in your name, address, or contact number should be promptly communicated to the Human Resources Division.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

SUBMIT YOUR APPLICATION HERE

