

The Human Resources Office is located at 150 N. Lakeshore Drive

Human Resources hours of operation are Monday through Thursday from 7:30am to 5:30pm and Friday 8:00am - 5:00pm

The City of Ocoee is an Equal Opportunity Employer and maintains a drug-free workplace. Open positions are advertised as vacancies occur.

Regular full-time positions include benefits - health, dental, life and disability insurance; holidays and paid time off; and a retirement plan. Some benefits require an employee contribution. Certain job groups are in collective bargaining units.

In addition to regular full-time positions, from time to time we also have regular part-time, temporary and seasonal employment opportunities. Part-time seasonal positions include summer lifeguard spots at the pool and recreational aides for our summer day camp programs.

If you are qualified for one of our open positions, you may submit a resume and/or an application for employment in person at the Human Resources office or by mailing it to 150 N. Lakeshore Drive, Ocoee, FL 34761

The City of Ocoee is committed to a policy of nondiscrimination and equal opportunity. Employment decisions shall be made without regard to race, color, religion, sex, age, national origin, disability, marital status, political affiliation or sexual orientation.

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## Frequently Asked Questions

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| ○ | <p><b>How do I find out what positions are open?</b></p> <p>Position vacancies are posted in the Human Resources Department. They are also posted on the City's website <a href="http://www.ocoe.org">www.ocoe.org</a>. You may also find many of our jobs posted through Workforce Central Florida, UCF and Valencia.</p>  |
| ○ | <p><b>Is an application required?</b></p> <p>An application is always required as a prerequisite for an interview. A resume may be submitted with, but not be substituted for the application. The application may be downloaded from this web page.</p>  |
| ○ | <p><b>Does the City accept applications by FAX or email?</b></p> <p>The City of Ocoee will accept applications that are faxed or emailed. However, the original application with the original signature will be required if selected for an interview. Resumes or applications are also accepted in person and by mail to</p>   |
| ○ | <p><b>How are interviews scheduled and employment decisions made?</b></p> <p>The staff reviews the applications and resumes received for each vacancy and selects the candidates with the best qualifications for interviews. Because of the volume of inquiries, applicants are not notified if they are not chosen for an interview. If you have submitted an application or a resume and you are among the best qualified candidates, you will be called for an interview.</p> |

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| ○ | <p><b>Can I apply for a job by directly contacting the department for which I would like to work?</b></p> <p>The Human Resources Department is the <b>only</b> department in the City authorized to accept applications for employment.</p>  |
| ○ | <p><b>Is an employment background conducted on all applicants recommended for employment?</b></p> <p>Since many positions involve access to both public and non-public records and all positions involve the public trust, City employees must be of highest personal integrity. A background check will be conducted on applicants who are recommended for hiring. The check may involve financial, criminal, driving, prior employment and educational records as well as interviews with personal acquaintances.</p>  |
| ○ | <p><b>How long are applications held on file?</b></p> <p>Applications are retained in storage by the City of Ocoee according to the Florida Records Retention Laws and will only be destroyed when the retention schedule allows. The Human Resources office keeps applications available for one (1) year. If you have submitted an application within one year and would like to submit your application for another position within that year you can contact Human Resources and your application will be pulled, copied and submitted for the new position at your request.</p> |
| ○ | <p><b>Can I apply for more than one position?</b></p> <p>If there is more than one position open at the same time for which you are qualified and you express interest in more than one, you will receive consideration for more than one. There is no need to complete separate applications for employment.</p>  |