



Grass Run
Industrial Park

Phone (419) 634-4045

VILLAGE OF ADA

115 W. Buckeye Avenue
P.O. Box 292 • Ada, Ohio 45810
Website: www.adaoh.org

Fax (419) 634-4065



Tree City USA

We are excited that you are interested in pursuing a career with the Village of Ada!

Job postings, applications and classification specifications for our currently open positions may be found on the Village website, www.adaoh.org/jobs, local newspapers, employment opportunity websites and by stopping by the Village Administrative Offices located at 115 West Buckeye Ave, Ada.

In order to be of best service to you, we ask that you submit your application by following these instructions:

- ✓ Read the Job Posting and Classification Specifications – they give you the best idea of what the job entails;
- ✓
- ✓ Complete your application honestly and to the best of your ability;
- ✓ Ask questions! Questions are always welcome;
- ✓ Resumes are encouraged, but not required;
- ✓ Get us your completed application! You have options:
 - by email: adminassistant@adaoh.org
 - by mail: Village of Ada, Attn. Human Resources, PO Box 292, Ada, Ohio 45810
 - in person: place your completed application in a sealed envelope and bring to the Village Administrative Offices.

Applications are kept on file for 30 days and you will be notified of the status of your application.

Now, what are you waiting for? We're waiting for your application!