

The Villages®

Community Development Districts

Human Resources

Frequently Asked Questions

- **What types of jobs would I apply for with The Village Center Community Development District?**

The District offers a wide range of jobs, including Customer Service, Recreation & Parks, and Finance, just to name a few. To view all the departments within The District, please visit <https://www.districtgov.org/>.

- **Why do I want to work for The Village Center Community Development District?**

The Village Center Community Development District is the unit of local government that provides staffing services to the 17 special districts operating within The Villages community. We contribute our successes, in large part, to the members of our team who work together towards our mission of providing and preserving the lifestyle of “Florida’s Friendliest Hometown”, and who exemplify our core values of hard work, hospitality, stewardship and creativity & innovation, on a daily basis.

Our competitive benefits as a full-time employee of the District include:

- Medical Insurance (fully paid for employee single coverage)
- Voluntary health benefits including Dental and Vision Insurance
- 401(a) Retirement Plan, with contributions funded by the District
- 457(b) Retirement Plan, permitting employee pre-tax deferrals
- Flexible Spending programs for both Medical and Dependent Care
- Employee Assistance Program
- Paid Time Off
- Tuition Reimbursement
- Public Service Loan Forgiveness Eligible
- Tier 2 qualifying organization for The Villages Charter School

The Villages®

Community Development Districts

Human Resources

- **How do I apply for a job with The Village Center Community Development District?**
[Click here](#) to view all current job openings.
From there:
 - Click ‘search for jobs’
 - Choose the job you’re interested in by clicking on the title
 - Click on ‘apply now’ in the top right corner of the posting
 - If you’re a first-time applicant, you’ll have to register for an account
 - If you’re a returning candidate, you’ll log in and apply
- **Which web browser should I use when applying for a job?**
To make sure you have the best experience while applying, it is recommended to use the most up-to-date version of one of the following browsers:
 - Chrome
 - Internet Explorer
- **How long does it usually take to complete the application process?**
The time it takes to complete the application depends on how much information you provide on your application. It can take a little as 15 minutes. When applying for a position, you may be required to answer some additional questions, which will also vary in length, depending on the number and type of questions asked.
- **Can I stop the application process and come back to complete it at a later time?**
You can return to your application to submit at a later time. Before leaving your application, make sure you save the field you are working on before ending your session.
- **How can I be notified when new positions are open?**
To receive an email notification when a new position opens, please use the following link and complete a job interest card. After you open the link, click on ‘Notify Me About Future Openings’:
<https://www2.appone.com/Search/Search.aspx?ServerVar=villagescentercommunitydevelopment.appone.com>
- **Am I able to make changes to my application after submitting it?**
You can only make changes to your application if your current status is listed as ‘incomplete’. If you are listed as ‘qualified’ our recruiter will have to change your status, in order for you to update your application. Please call Human Resources at 352-674-1905 if you require assistance.
- **How do I know that my application has been submitted?**
At the end of your application process, you will receive a notice that states the following:
“Thank you, Your online application has been successfully submitted.”

The Villages®
Community Development Districts
Human Resources

You will also receive an email confirmation stating the following:

Dear Applicant,

Thank you for your interest in an opening with Village Center Community Development District. We will review your information and keep you updated by email regarding the position of 'Position Title'.

Best Regards,

Village Center Community Development District Human Resources

- **How long does it take before I am notified about the status of my application?**
In most cases, applicants are contacted via email within 2-3 weeks of the posted position's closing date.
- **Am I able to apply if there is not a posting that I am interested in?**
Applications are only accepted for open positions that are currently posted.
- **Am I able to apply for more than one open position at a time?**
Yes, you are able to apply for any/all open positions that are listed via our job opening link: <https://www2.appone.com/Search/Search.aspx?ServerVar=villagescentercommunitydevelopment.appone.com>
- **What do I do if I don't have access to a computer?**
Our application process is currently completed solely online. If you do not have access to a computer, the following are locations you can visit to apply online:
 - Savannah Recreation Center - 1545 Buena Vista Blvd., The Villages, FL – 352-750-6084
 - Paradise Recreation Center - 1403 Paradise Driver, The Villages, FL – 352-753-0637
 - Any public library with computer access
- **Should I attach a resume and/or cover letter?**
Please do not complete the work history section of our application by indicating "see resume". Submitting a resume is not a substitute for completing the application. However, you may submit a resume and/or cover letter with your completed application.
- **What do I do if I can't remember my username or password?**
District Human Resources is unable to verify your username and password. If you require assistance, please contact our help line at 888-772-9773.

984 Old Mill Run
The Villages, FL 32162
(352) 674-1905