

RIDDLEWOOD SWIM CLUB

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security #		
For which job are you applying?			
For lifeguards, please list the date of certification for each of the following or check here if you are attaining these before your expected start date:			
CPR/AED		Lifeguarding/First Aid	
Have you ever been convicted of a felony?		If yes, please explain:	
Are you able to perform the essential duties of the job with or without reasonable accommodation?		If no, please explain:	
Emergency Contact:		Emergency Contact phone #:	

EDUCATION

High School	Address		
From	To	Did you graduate?	Degree
College	Address		
From	To	Did you graduate?	Degree
Other	Address		
From	To	Did you graduate?	Degree

REFERENCES

<i>Please list two professional references</i>	
Full Name	Relationship
Company	Phone
Address	Email
Full Name	Relationship
Company	Phone
Address	Email

PREVIOUS EMPLOYMENT

Company	Phone
Address	Supervisor
Job Title	

Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES NO		

ADDITIONAL DOCUMENTATION THAT MUST BE SUBMITTED BEFORE YOUR EXPECTED START DATE

- o A copy of your lifeguarding and CPR/AED cards
- o A copy of your Pennsylvania Child Abuse History Clearance (information at <http://keepkidssafe.pa.gov/index.htm>)¹
- o A copy of your Pennsylvania State Police Criminal Record Check (information at <http://keepkidssafe.pa.gov/index.htm>)¹
- o A copy of your Federal Bureau of Investigation Criminal Background Check (information at <http://keepkidssafe.pa.gov/index.htm>)¹

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.	
I understand that this application does not guarantee employment by Riddlewood Swim Club and that employment as a Lifeguard is contingent upon proof of American Red Cross Lifeguard/First Aid/CPR/AED certification and an interview.	
Signature	Date

Job Descriptions:

LIFEGUARD

The primary purpose of the lifeguard is to guard lives and ensure the safety of all members. Safety in both the water and on the swim club grounds are of concern to and are a responsibility of the lifeguard. In addition to the duties associated with the safety of the pool and its members, the lifeguard is responsible for the routine maintenance and clean-up of the pool, grounds, and buildings. At all times, the lifeguard will demonstrate respect and maintain a positive and courteous attitude toward all members, guests, and co-workers. Any and all conflicts must be immediately reported to the manager on duty.

MANAGER

The manager has the overall responsibility of the safety and operation of all swim club functions and services. The manager's responsibilities also include the management of the office and swim club personnel, execution and enforcement of all measures aimed at the safety of the swim club and its members, and routine maintenance of the pools, grounds, and buildings.

Please email your completed application to the swim club at riddlewoodsc@gmail.com with the subject line: Application - (Your name)

¹ Electronic copies of clearances required by PA Act 153 of 2014 shall be furnished by prospective employees with their employment application submission. Employment applications will not be considered unless clearances are included. The initial cost to obtain clearances shall be the responsibility of the applicant and will be reimbursed by the Club once the clearances are furnished and an offer of employment is accepted.