

SPRINGFIELD 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 No. XXX-XX-XXXX	Age
For which job are you applying? Lifeguard <input type="checkbox"/> Front Desk <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/>			
For lifeguards, please list the date of certification for each of the following:		CPR/AED	Lifeguarding/First Aid
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			
Are you able to perform the essential duties of the job with or without reasonable accommodation? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain			
Emergency Contact:			Emergency contact phone #:
EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
REFERENCES			
<i>Please list two professional references.</i>			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

ADDITIONAL DOCUMENTATION THAT MUST BE SUBMITTED WITH THIS APPLICATION

A copy of your lifeguarding and CPR/AED cards must be handed in with this application in order for it to be complete.¹

¹If you are planning to take a certification course, then please list the date(s) and location of your American Red Cross course(s). It is the policy of the Springfield Swim Club that lifeguards, assistant managers, and managers must be certified in lifeguarding and CPR/AED by the American Red Cross.

Upcoming Course Date _____ Upcoming Course Location _____

A signed copy of your SSC Child Abuse Prevention Code of Conduct Acknowledgement (available at <http://www.springfieldswimclub.com/rules.html>)

A copy of your Pennsylvania Child Abuse History Clearance (information at <http://keepkidssafe.pa.gov/index.htm>) ²

A copy of your Pennsylvania State Police Criminal Record Check (information at <http://keepkidssafe.pa.gov/index.htm>) ²

A copy of your Federal Bureau of Investigation Criminal Background Check (information at <http://keepkidssafe.pa.gov/index.htm>) ²

² 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.

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 Springfield 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 SSC 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 (excluding the manager's office and snack bar). 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.

GATE PERSONNEL

The personnel stationed at the front desk (gate) are primarily responsible for assuring that only members and guests of members are admitted to the swim club, in accordance with swim club rules. In addition, gate personnel will answer the phone and monitor game equipment. At all times, gate personnel will demonstrate respect and maintain a positive and courteous attitude toward all members, guests, and co-workers. Any and all conflicts must be reported to the manager on duty.

MANAGER

The SSC 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.

ASSISTANT MANAGER

The assistant manager has all of the responsibilities of the manager with the exception of the hiring and firing of personnel and all payroll and check processing requirements.

Please bring your completed application to the swim club and submit it to the manager on duty or send it to the following address:

Springfield Swim Club
Attn: Employment
P.O. Box 307
Springfield, PA 19064