



# LAKE FOREST YACHT CLUB

## Employment Application

Position Applying For: \_\_\_\_\_

### Part I – Personal Information

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address (If less than 3 years at present address):

\_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

Are you eligible to work in the United States?  Yes  No

If you are under age 18, do you have Working Papers?  Yes  No

### Part II – Education

NAME & ADDRESS OF SCHOOL	DEGREE/DIPLOMA	GRADUATION DATE

Special Skills and Training: \_\_\_\_\_

\_\_\_\_\_

**Part III – Experience**

Present or Last Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact Your Present Employer?  Yes  No

**Part IV – Drivers License**

Do you possess a valid Drivers License?  Yes  No State of Issue: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Part V – References (Do not include relatives or previous employers):**

NAME/TITLE	ADDRESS	PHONE	TIME KNOWN

**Part VI - Lifeguard**

**CERTIFICATIONS**

**EXPIRATION DATE**

Lifeguard Training

\_\_\_\_\_

Adult CPR

\_\_\_\_\_

Standard First Aid

\_\_\_\_\_

Infant / Child CPR

\_\_\_\_\_

Shirt Size:  Sm  Med  Lg  XL Swim Suit Size:  Sm  Med  Lg  XL

Availability: Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Are you able to work Memorial Day Weekend? \_\_\_\_\_ Labor Day Weekend? \_\_\_\_\_

Do you have a scheduled vacation? If so, when? \_\_\_\_\_

**PLEASE READ BEFORE SIGNING:**

I hereby affirm that the information provided on this application is true to the best of my knowledge. I agree that misleading or falsified information, and/or omission may disqualify me from further consideration for employment and may be considered justification for dismissal when discovered at a later date. I also authorize a background check to be conducted by The Lake Forest Yacht Club, Board of Trustees. I hereby acknowledge that I read the foregoing disclosure and understand it.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

## Appendix A

### **LIFEGUARDS DUTIES AND RESPONSIBILITIES**

***Maintain constant surveillance of patrons in the facility; act immediately and appropriately to secure safety of patrons in the event of emergency. Provide emergency care and treatment as required until the arrival of emergency medical services.***

Lifeguard posts are, but not limited to:

- a) The lifeguard chair
- b) The diving platform (A lifeguard must be on post at the dive tower if 3 or more guards are on duty and members are on the beach)
- c) The first aid station

Lifeguard areas of responsibility are:

- a) All water areas within the club
- b) The dive platform
- c) The sand and patio area/beach areas
- d) The patio and walkway areas
- e) The catwalk and swim dock
- f) The restrooms
- g) The parking lot
- h) All other club areas

The following duties are to be completed daily and more than once per day. During your shift there may be times when you are not assigned a post as listed above. During those times you are to complete one of the following duties as needed:

- a) Checking beach badges or car stickers
- b) Pick up and discard litter from club property
- c) Pick up and discard goose droppings from the beach and swim team areas
- d) Raking the beach and discarding seaweed
- e) Cleaning bathrooms
- f) Sweeping walkways
- g) General maintenance of all safety and beach equipment
- h) Keeping the Emergency Response Room clean and organized

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Signature

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Date

**FOR OFFICE USE ONLY:**

**REQUIRED DOCUMENTATION**

**RECEIVED COPY**

**All Applicants:**

Drivers License / Birth Certificate

Social Security Card

Form W-4

Form I-9

Working Papers (If under 18 years old)

**Lifeguards Applicants Only:**

Lifeguard Training/Standard First Aid

Adult/Child/Infant CPR

Waterfront

Documentation Received By: \_\_\_\_\_ Date: \_\_\_\_\_