



# APPLICATION FOR EMPLOYMENT

COMPLETE AND RETURN APPLICATION:

- ✓ In person: 501 Lake Harbour Dr., Ridgeland, MS 39157
- ✓ Fax: 601.898.0873
- ✓ Email: [Tres@SwimMaley.com](mailto:Tres@SwimMaley.com)

# APPLICATION FOR EMPLOYMENT

**Office Use Only**

Rec'd By _____	Date Rec'd _____
References _____	1 <sup>st</sup> Int _____ 2 <sup>nd</sup> Int _____

**PERSONAL**

Last Name                      First                      Middle	Birth Date
Street Address	Home Telephone (____) _____ Cell (____) _____
City, State, Zip	Business Telephone (____) _____
Email Address	Social Security #
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Who referred you to us? Newspaper Ad Friend _____ Internet Other
Are you legally authorized to work in the United States?   Yes   No (If you are hired you will be required to furnish proof of your employment eligibility.)	When will you be available to begin work?
When are you willing to work? <input type="checkbox"/> Days (10am- 3:30pm) <input type="checkbox"/> Evenings (3:30-8:00pm) <input type="checkbox"/> Saturdays <input type="checkbox"/> Whenever needed <input type="checkbox"/> Year Round <input type="checkbox"/> Summer Only <input type="checkbox"/> School Year Only	Desired Position? <input type="checkbox"/> Office <input type="checkbox"/> Instructor <input type="checkbox"/> Lifeguard
Please list any conflicts.	
Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Desired Salary

**EDUCATION**

School	Name and Location of School	Major/Minor	No. of Years Completed	Graduate? Yes or No
High School				
College				
Graduate				

**JOB DESCRIPTIONS**

All employees must be bubbly, happy, outgoing, hardworking, organized, and extremely dependable. They must love children and be able to handle stress easily when dealing with parents and problems. *You will be expected to work an entire shift depending upon demand for classes during each session.*

**Instructor**

We have three 16-week sessions: Summer, Fall, and Winter/Spring. Your commitment as an instructor would be for a 16-week session. Classes are held throughout the day on Monday, Tuesday, Wednesday and Thursday and mornings on Saturday.

**Front Desk**

The front desk duties include but are not limited to enrolling students, explaining policies, answering and fielding phone calls, organizing and maintaining school records, collecting and posting payments, vacuuming the pool, laundry, checking chemicals, cleaning, and other various tasks.

**Lifeguard**

Your commitment as a lifeguard would be to work flexible 2 hour parties plus clean-ups on Fridays and Saturday s.

Do you have your CPR certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date _____
Do you have your Lifeguard certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date _____

**List your swimming experiences**


**Other special training or skills.**

(List only those skills relevant to the position for which you are applying.)


**If you are interested in being an instructor, are you interested in teaching:**

Waterbabies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Preference
Beginners	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Preference
Strokes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Preference
Adults	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Preference

**If interested in working the front desk:**

Do you have basic computer skills (including the Internet)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have knowledge of Microsoft Word?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have knowledge of Microsoft Excel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you troubleshoot computer problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you friendly, patient, and a “self starter”?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you incredibly organized and conscientious?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you good with math and numbers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Memberships in Professional or Civic Organizations**


**EMPLOYMENT HISTORY**

Company Name	Telephone (____) _____
Address	Employed (Month and Year)
Name of Supervisor    May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting pay rate or salary  Ending pay rate or salary
State job title and describe your responsibilities.	Reason for leaving

Company Name	Telephone (____) _____
Address	Employed (Month and Year)
Name of Supervisor    May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting pay rate or salary  Ending pay rate or salary
State job title and describe your responsibilities.	Reason for leaving

Company Name	Telephone (____) _____
Address	Employed (Month and Year)

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Name of Supervisor   May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting pay rate or salary  Ending pay rate or salary
State job title and describe your responsibilities.	Reason for leaving

**Professional or Teacher (if a student) References**

**Please provide three references. Not a friend or family member.**

Name    Title	Telephone (____) _____ Alternate # if available (____) _____
Company	Relationship

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Company	Relationship

Name    Title	Telephone (____) _____ Alternate # if available (____) _____
Company	Relationship

Linda Maley Swim School, Inc. maintains a policy of non-discrimination for all employees and applications in every facet of the company’s operations. In compliance with federal and states laws, Linda Maley Swim School, Inc. hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, religious creed, marital status, citizenship, national origin, disability, or other trait as covered by state and/or federal law.

**Applicant Acknowledgement**

I certify that the information in this application is accurate, current, and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination.

I authorize Linda Maley Swim School, Inc. to investigate my employment history, credentials, and to obtain any relevant information needed to make an employment decision. I hereby authorize my prior employers to release any and all information relating to my employment and I release Linda Maley Swim School, Inc. and my previous employers from any and all liability that may result from the release and/or use of such information.

I understand and agree that nothing contained in this employment application or in granting of an interview creates an employment contract between Linda Maley Swim School, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be terminable "at will," meaning that I have the right to terminate my employment at any time and that Linda Maley Swim School, Inc. will retain the same right.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date