

## Treeview Swim Club Employment Application

Dear Prospective Staff Member,

Thank you for your interest in the Treeview Swim Club. TVSC Lifeguard duties include

1. Manning the lifeguard station and monitoring pool and deck activities, enforcing rules and regulations;
2. Providing emergency assistance when necessary; and general cleaning and maintenance.
3. TVSC Swim lesson instructors teach group and private swim lessons. A WSI training certificate is highly recommended for all instructors.
4. TVSC Pool Maintenance Technicians work directly with the pool equipment. Previous experience is preferred, but not required.
5. All TVSC Staff greet the public, answer the telephone, fill out daily reports, perform cleaning duties, accept pool fees, sell concessions items, and register students for swimming lessons.
6. All TVSC Staff must have exceptional customer service and cash handling skills.
7. All paperwork will need to be turned in and an interview will be conducted to be considered for a position on the Treeview Staff. Employees under 18 must have a work permit. Check with your school for specific information to obtain a permit. If you would like to begin work before school is dismissed for the summer, you will also need a school year work permit.

The Club will be open daily beginning May 28<sup>th</sup>, Memorial Day weekend.

Please complete the following application and call Alletta Keisling to schedule an interview (510) 566-3724

PLEASE PRINT:

Application Date: \_\_\_\_\_

Last Name, First Name, Middle Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Home phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Best way to be contacted:

\_\_\_\_\_

Name & Phone Number of person to be contacted in case of  
emergency:

\_\_\_\_\_  
\_\_\_\_\_

Position(s) applied for:

\_\_\_\_\_

Are you available to work?

Less than 20 hours per week: \_\_\_\_\_ More than 20 per week: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Are there any DAYS each week that you PREFER to  
work? (Circle)

MON TUES WED THU FRI SAT SUN

Are there DAYS that you are NOT available to work?  
(Circle)

MON TUES WED THU FRI SAT SUN

Are you currently employed? Yes / No

May we contact your present employer?  
Yes / No

EMPLOYMENT EXPERIENCE (if applicable): Begin with your present or last job. Please be specific as to dates, location, type of experience, contact information, name of direct supervisor.

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EDUCATION

Include      school      Name      and      Years      Completed:

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Certifications/Specialized Training:

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Please submit photocopies of water related certifications:

(Lifeguard, Water Safety Instructor, etc.)

REFERENCES please include name and phone number for individuals willing to provide professional and/or character references. (No family members, please.)

- 1.
- 2.
- 3.

Answer the following:

Treeview Swim Club Employment  
Application

1. Why do you want to work at the Treeview Swim Club?

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2. What qualities do you have that you feel will be an asset to the Club?

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3. Where did you find out about this employment opportunity?

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Any additional comments:

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I certify that answers given in this application are true and complete to the best of my knowledge.

I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the Treeview Swim Club. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process.

I hereby authorize the Treeview Swim Club to verify the accuracy of the information I have provided on this application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This application and all provided attachments are considered property of the Treeview Swimming Club.

Photocopies will not be returned. Please do not attach original documents

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or any other legally protected status.

Call to schedule an interview, Alletta (510) 566-3724.