



East Fork Swimming Pool District  
PO Box 1972 \* Minden NV 89423  
775-782-8840  
FAX 775-782-5357  
[hr@cvs swim.com](mailto:hr@cvs swim.com)

## **Application**

Thank you for your interest in employment with the Carson Valley Swim Center.

- Applications will be accepted for POSTED open positions only.
- Separate applications must be completed for each position applied for.
- Resumes are accepted when attached to a completed application.
- Resumes are not accepted in lieu of applications.
- Applications must be clear and legible. Illegible applications will not be considered.
- Each question must be answered completely – Incomplete applications will NOT be considered.
- Include copies of all applicable certificates.
- Applications and all required supporting documentation must be received before the closing date. Please be advised that there are no exceptions.
- Allow at least two weeks after the closing date for processing, before contacting our office regarding the status of the position.
- If you have a disability and believe you require reasonable accommodations during the selection process, please contact Human Resources to make the appropriate arrangements.
- Return completed application to the Carson Valley Swim Center, Human Resources.
- Applications can be emailed, mailed, faxed or hand delivered.
- If you have any further questions, please do not hesitate to contact Human Resources at phone or email listed above.

**Position Applying For: Cashier I - Intermittent**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Desired Salary \_\_\_\_\_

Have you reviewed the job description for this position? \_\_\_\_ Yes \_\_\_\_ No

Do you understand the job requirements for this position? \_\_\_\_ Yes \_\_\_\_ No

Can you perform the requirements of this position with or without reasonable accommodations? \_\_\_\_ Yes \_\_\_\_ No

Are you at least 18 years of age? \_\_\_\_ Yes \_\_\_\_ No If No, state your age \_\_\_\_ and highest grade completed. \_\_\_\_

Have you ever been employed at the CVSC? \_\_\_\_ Yes \_\_\_\_ No

If Yes, state the years \_\_\_\_\_ and position(s) \_\_\_\_\_

Do you have relatives employed at the CVSC? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please list name(s)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

*Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.*

Have you **EVER** been convicted of, pled guilty or nolo contendere (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. \_\_\_\_ Yes \_\_\_\_ No

If yes, state the date, location, name of court, and disposition of each offense \_\_\_\_

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

A conviction will not necessarily disqualify you from a position. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or deferred adjudication (deferred judgment), other than a minor traffic violation and if hired will result in termination of employment.

Have you ever been discharged or terminated from employment? \_\_\_\_ Yes \_\_\_\_ No

If so, please explain: \_\_\_\_\_

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

A termination will not necessarily disqualify you from employment. It will be considered in terms of work to be performed.

**EMPLOYMENT HISTORY**

Provide information regarding all paid, military, and volunteer work within the past ten years. Describe your current or most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position. Use additional sheets if necessary. Do NOT use references such as "See Resume" in place of completing this section.

Insufficiently completed applications will not be considered.

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

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

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

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

.....  
Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

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

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Please attach additional sheets as needed.

May we contact all employers listed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Attach a list of any exceptions with an explanation.

**CERTIFICATES/LICENSES**

List job-related Certificates/Licenses, Registrations or Training related to the position for which you are applying. (Include completed and expiration dates.)

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**SPECIAL SKILLS**

List any special skills you possess and/or equipment/tools or office machines you can operate related to this position:

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Type: WPM \_\_\_\_\_

Computer/Software Skills \_\_\_\_\_

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**EDUCATION RECORD**

Did you graduate from high school? \_\_ Yes \_\_ No

Did you receive a GED certificate? \_\_ Yes \_\_ No

Did you graduate from college? \_\_ Yes \_\_ No

School/College	Graduated	Major	Degree Earned

Please state below any other information that would be helpful in determining your qualifications for this position. You may include previous career highlights, accomplishments, special interests, volunteering, or any other information that is not included in this application.

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**PERSONAL REFERENCES**

Give the name, address (home or business) and telephone number of three professional references **NOT RELATED** to you who have knowledge of your character, work experience, ability and accomplishments.

Name	Occupation	Phone	Email

**AGREEMENT**

I certify that all statements contained on this application are true and correct. I authorize the CVSC to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. In the event I am employed by the CVSC, I agree to comply with all rules and policies.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This application is the property of the CVSC and will become part of the employee’s personnel file if hired.  
CVSC is an Equal Opportunity Employer and a Drug and Alcohol Free Workplace.  
CVSC requires pre-employment and random drug testing for continued employment.



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1600 Highway 88 \* PO Box 1972 \* Minden NV 89423  
Phone 775-782-8840 \* FAX 775-782-5357 \* [hr@cvswim.com](mailto:hr@cvswim.com)

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**JOB TITLE: CASHIER I**

**Casual/Intermittent**

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**SUMMARY OF JOB PURPOSE**

Under the supervision and general direction of the Office Administrator, is responsible for all front office operations, which include knowledge and use of the computer systems, telephone system, all programs, rules, regulation, policies and safety procedures to ensure the health and safety of customers and performs related work as necessary. The ability to act decisively in emergencies while maintaining order. Establish and maintain effective public relations.

**ESSENTIAL FUNCTIONS**

1. Operate the computer system for all fees paid by either cash, check or bank card.
2. Operate office equipment including, computer, printer, telephone etc.
3. Provide accurate information to patron inquiries regarding programs, fees, lessons, etc. both in person and on the telephone.
4. Accurately count money and perform reconciliation at end of the shift.
5. Assist with registration for lessons, rentals and classes.
6. Complete required paperwork as necessary.
7. Knowledge of role in the Emergency Medical Service system – following our Emergency Action Plan
8. Mentor new cashiers as assigned
9. Assist management with creating new and removing out of date information.
10. Establish and maintain good customer and coworker relations.
11. Adheres to and enforces rules and regulations to keep all equipment and areas in clean safe operating condition.
12. Respond to and report complaints and concerns of customers in a professional manner.
13. Assist with locker room responsibilities.
14. Perform related work as may be required.

**QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have completed High School or the equivalent and be 18 years of age or older and have experience and/or education that would provide the required knowledge and abilities.

**LANGUAGE SKILLS**

Ability to; read, analyze and interpret regulations, policies and procedures, effectively communicate information and competently respond to questions.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of situations, interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of methods and equipment required for the proper running of front area. Ability to direct patrons in safe practices, establish and maintain good relationships with those contacted in the course of work.

**CERTIFICATES and LICENSES**

CPR Certificate (or obtain within six months of hire)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to pass fingerprint screening and pre-employment and random drug and alcohol testing.

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands and fingers to handle and feel; reach with hands and arms, climb or balance, stoop kneel, crouch or crawl and talk and hear; pull and lift. Employee must have mobility to work in a typical pool setting, use standard office equipment. The employee must have the ability to lift and/or move up to 50 pounds. Vision and hearing abilities are required, as needed to perform the requirements of the position.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee is exposed to hot, wet, humid, slippery conditions, and may be exposed to potentially toxic and caustic chemicals.

**I have read and understand the contents of this Job Description.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required.

CVSC is an Equal Opportunity Employer and Drug Free Workplace  
For accommodations for disabled applicants, call Human Resources (775) 782-8840

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