



## EMPLOYMENT APPLICATION

### An Equal Opportunity Employer

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

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

Address \_\_\_\_\_

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

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

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ CVSC Website

☐ Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

Will you be available to work during all open hours? ..... ☐ Yes ☐ No

Will you be available to work nights, weekends and/or holidays? ..... ☐ Yes ☐ No

Have you been given a job description? ☐ Yes ☐ No

Do you understand the job requirements? ..... ☐ Yes ☐ No

Can you perform the essential functions of this job with or without reasonable accommodation? ..... ☐ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified. If offered employment, can you furnish proof of age? ..... ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ..... ☐ Yes ☐ No

List other names, if any, you have used.

### EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				

College/University 1.				
2.				

**LICENSES** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license? ☐ Yes ☐ No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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**OTHER INFORMATION**

Have you ever been disciplined in your employment?..... ☐ Yes ☐ No

If yes, please explain.

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Do you presently use illegal drugs under Federal law? ..... ☐ Yes ☐ No

Have you ever been employed by CVSC? ..... ☐ Yes ☐ No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by CVSC?..... ☐ Yes ☐ No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

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## EMPLOYMENT HISTORY

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Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

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May we contact all employers listed? (Attach a list of any exceptions with an explanation.) ☐ Yes ☐ No

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Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (40 hrs/wk) ☐ Part-Time (<20 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_  
\_\_\_\_\_

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

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (40 hrs/wk) ☐ Part-Time (<20 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_  
\_\_\_\_\_

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

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (40 hrs/wk) ☐ Part-Time (<20 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_  
\_\_\_\_\_

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

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

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## ACKNOWLEDGMENTS

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Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Sharon Thompson, (Human Resources Department).

- \_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- \_\_\_\_\_ This application is the property of CVSC and will become part of my personnel file if I am hired.
- \_\_\_\_\_ I authorize CVSC to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with CVSC. In addition, I authorize CVSC to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize CVSC to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize CVSC to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- \_\_\_\_\_ In exchange for CVSC consideration of my employment application, and/or any continued employment with CVSC, I authorize anyone possessing information to furnish it to CVSC upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **CVSC**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- \_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with CVSC should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

\_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with CVSC. 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. I understand that neither this document nor any offer of employment from CVSC constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that CVSC is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to CVSC. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

\_\_\_\_\_ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant**

**Date**

\_\_\_\_\_



East Fork Swimming Pool District

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**SENIOR LIFEGUARD****FLSA Status: Non Exempt****Salary Range \$14.42-\$23.45**

**DEFINITION:** Under general supervision, enforces water safety regulations and guards patrons, promoting health, enjoyment and safety, instructs aquatic skills classes. Supervises the Lifeguard staff as needed. Establishes and maintains effective public relations.

**DISTINGUISHING CHARACTERISTICS:** This position is distinguished from the Lifeguard position by the amount of experience and training required. This position has the added responsibility of short term supervision of staff and requires the ability to perform the full range of essential functions of the position.

**ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the position exists. Assigned job tasks/duties are not limited to the essential functions.)**

1. Guards swimmers, enforces rules and regulations to insure cleanliness and safety.
2. Maintains standards of facility sanitation, assisting with cleaning and general maintenance.
3. Responds to public inquiries in a courteous manner within the area of assignment.
4. Maintains proper physical fitness, mental alertness and readiness to meet position responsibilities.
5. Performs water rescue functions, administers first aid and CPR as needed. Responds to medical emergencies; triages the incident to determine the level of care needed. Performs support services within their skill and training level and timely complete all paperwork.
6. Assists, when needed, with registration, cashiering and locker room responsibilities.
7. Oversees lessons and classes, including Station Master Responsibilities and teaching when necessary.
8. Substitutes for Aquatic Supervisors and may occasionally act as Aquatic Supervisor with Director approval. Assures work quality and the timely accomplishment of assigned duties and responsibilities of staff. Provide constructive communication to assist them in being a valuable employee.

**QUALIFICATIONS FOR EMPLOYMENT: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)**

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.

*Knowledge of*

- Basic supervisor principals;
- Lifesaving and water rescue efforts and emergency medical procedures;
- First aid and CPR procedures;
- Rules and regulations pertaining to the swimming pool facility;
- Pool equipment operation and health standards;
- Swimming and water safety instruction techniques.
- Knowledge of pool chemicals, methods and equipment required for the proper running of a pool facility.

*Ability to*

- Supervise lower level staff if necessary;
- Recognize emergency and dangerous situations and react quickly and calmly;
- Swim with proficiency and endurance;
- Enforce established policies, rules, and regulations;
- Respond to requests and inquiries from the general public and employees;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to plan, organize, lead and direct staff in safe work practices, procedures and regulations.

**CERTIFICATES and LICENSES:** Current Lifeguard Certificate

**EDUCATION and EXPERIENCE:** Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School Diploma or General Education Degree (GED), plus the equivalent of one (1) year of experience in a responsible lifeguarding capacity, or a minimum of 9 months of experience in a responsible lifeguarding capacity and a written recommendation from each Aquatics Supervisor submitted to the Director for final approval.

**PHYSICAL and MENTAL REQUIREMENTS:** The physical and mental requirements described here are representative of those that must be maintained by an employee to successfully perform the essential functions of the position.

Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and ability to walk on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to see and hear swimmers in distress. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to occasionally lift over 100 pounds. The ability to communicate via telephone. Must be able to swim 300 yards in six minutes and retrieve a ten pound brick from the deep end of the indoor competition pool. This level of fitness must be maintained during the period of employment. Must possess and maintain the ability to perform all related duties of life saving procedures

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING ENVIRONMENT:** Work is performed under the following conditions. Work environment includes exposure to wet and/or humid conditions, toxic or caustic chemicals. Frequent contact with members of the public. The noise level in the work environment is moderately loud.

**I have read and received a copy 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 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