



## 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 16 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.				
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**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

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: \_\_\_\_\_  
\_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_  
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 \_\_\_\_\_

# Lifeguard Job Description

**FLSA Status: Non Exempt**

**Last Revised: 12/2020**

**DEFINITION:** Under direct supervision, enforces water safety regulations and oversees swimmers at swimming facility, promoting health, enjoyment, and safety.

**DISTINGUISHING CHARACTERISTICS:** Lifeguards must be at least sixteen years old and possess the aptitude to embrace this highly responsible safety sensitive position.

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

1. Enforces rules and regulations pertaining to pool operation and safety and supervises pool areas when in use.
2. Administers first aid and/or CPR as needed; performs water rescue functions.
3. Functions as a team member, particularly when dealing with emergencies.
4. Maintains standards of facility sanitation, assisting with cleaning and general maintenance of the facility.
5. Performs swim instructor duties.
6. Attends meetings and training sessions as required.
7. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
8. Maintains proper physical fitness, mental alertness, and readiness to handle emergencies.

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

Knowledge of:

- Life saving and water rescue techniques;
- 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; and
- Occupational hazards and standard safety practices.

Skill to:

- Swim with proficiency and endurance; (including swimming 500 yard in 10 minutes or less and retrieving a 10 lb. brick from the deep end of the indoor competition pool.)
- Perform first aid and CPR; and
- Perform lifeguarding observation and water rescue techniques.

Ability to:

- Recognize emergency and dangerous situations and react quickly and calmly;
- Understand and follow oral and written instructions;
- Respond to requests and inquiries from the general public and employees;
- Enforce established policies, rules, and regulations;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

***Required Certifications and Licenses:***

Must possess valid, Lifeguard, First Aid, CPR and AED certification.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Formal or informal education or training which ensures the ability to read, interpret, and write at a level necessary for successful job performance.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to constantly position self in stationary position for long periods of time. Dexterity and ability to move on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to observe and detect swimmers in distress and efficiently perform rescue techniques. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to transport up to 50 pounds frequently; over 50 pounds with proper equipment or assistance. The ability to interact professionally, communicate effectively, and exchange information accurately with all contacted in the course of work.

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 applicants are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions.

Environment includes exposure from cool temperatures to extreme heat, wind, wet and/or humid conditions. Occasional exposure to hazardous conditions/situations including toxic fumes or caustic chemicals. Frequent contact with members of the public by responding to requests for service and assistance; occasionally dealing with difficult or emotional situations; frequent interruptions and works closely with others. The noise level is usually moderately to extremely loud.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed