

Summer 2013 NEW STAFF AQUATICS APPLICATION

Return with copies of Certifications to:
Aquatic Program Director
Portland Parks and Recreation
2909 SW 2nd Ave
Portland, OR 97201



**APPLICATION DEADLINE:
ASAP. No later than 4/15/13**



Please USE INK PEN and WRITE CLEARLY!

**PERSONAL
INFORMATION**

Check Position(s) Applying For:

- Lifeguard Only
 Lifeguard/Instructor
 Swim Instructor Only
 Diving Instructor
 Water Exercise Instructor
 Summer Swim League Coach
 Summer Swim League Official

Name _____

Address _____ Phone () _____

City _____ State _____ Zip _____ Message Ph () _____

Education: High School _____ Education: 9 10 11 12 13 14 15 16 17
Grade Point Avg. (circle last year completed)

College attended _____ Yr. Grad _____ Major _____

Neighborhood Pool _____ Grade Point Avg.

CERTIFICATIONS

CERTIFICATIONS: ISSUING AGENCY ISSUE DATE EXPIRATION DATE

First Aid	_____	_____	_____
CPR - Adult	_____	_____	_____
CPR Infant/Child	_____	_____	_____
*Lifeguard Cert.	_____	_____	_____
*Swim Inst. Train.	_____	_____	_____
Water Exer. Inst.	_____	_____	_____
Other	_____	_____	_____

**Copies of all certifications must be attached to completed application.
Certification must be current through duration of employment.**

- I agree to have **CURRENT CERTIFICATION**, as it relates to my Aquatic position, valid through September 2013.
 I will attend all mandatory staff meetings, orientation and inservices throughout Summer 2013.

Signature: _____ Date: _____

JOB EXPERIENCE

List below experience related to the position for which you are applying. Begin with your most recent experience. You may include intern or volunteer work as well as full-time or part-time employment. Additional information may be attached.

USE THIS FORMULA FOR TOTAL HOURS WORKED: HOURS PER WEEK X WEEKS WORKED = TOTAL HOURS

Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			Your Position
	From	To	Total Hrs. Worked	
Supervisor _____				

Reason for leaving: _____

Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			Your Position
	From	To	Total Hrs. Worked	
Supervisor _____				

Reason for leaving: _____

List any additional experience or training which relates to the position for which you are applying: _____

Your responses to the following questions regarding your ability, experience, and training relative to the position you are applying for will help determine whether you are given further consideration in the selection process. For additional space use a separate sheet of paper and attach to this application.

1) **Swim Team**

2) **Coaching Swim Team**

Would you be interested in coaching one of our summer teams? No Yes

3) **Water Exercise Classes**

Would you be interested in teaching water exercise classes? No Yes

4) **Aquaducks** (parent/child classes)

5) **Lifeguarding** (type of pool, guard ratio, etc.)

6) **Swim Lessons** (state years of experience, teaching preference, etc.)

7) Do you have any sign language experience? No Yes If so, please explain:

8) Are you **fluent** in any language other than English? No Yes

If yes, which: _____ Speak Read Write
_____ Speak Read Write

9) Have you any experience working with people with disabilities? No Yes

10) Pool Requested: _____

1STChoice

2ND Choice

3RD Choice

(We cannot guarantee that you will work at any of your 3 choices. We place people at pools that need staff.)

11) Is pool choice more important than number of hours per week? No Yes

12) Would you be willing to work indoors if you receive more hours of work per week? No Yes

13) Number of hours you prefer to work: 5 to 10 10 to 20 20 to 30 30 to 40 Other _____

14) Time of Day you can work: Anytime Morning Evening Afternoon

15) What is your means of transportation? _____

16) Other Comments in regard to your work schedule or in general: _____

NEW STAFF AQUATICS APPLICATION

IMPORTANT! Applications with incomplete dates available will not be considered. The following information is very important and has direct bearing on consideration for employment. Be specific!

Earliest date you can report to work: _____

Latest date you can work: _____ Why? _____

Between starting and ending dates, will there be any times you cannot work? No Yes

If yes, please state dates, how long and why: _____

Do you expect to be engaged in any other employment from June through September 13, 2013? No Yes

If yes, please explain: _____

Do you expect to take any school classes this Summer? No Yes If yes, please explain: _____

Have you worked for Portland Parks and Recreation previously? No Yes If yes, when and where: _____

REFERRAL INFORMATION: NEW applicant, how did you hear about this job?

Referred by current Portland Parks Aquatics employee: _____
Name of employee

School Newspaper Radio/TV Job Fair Other _____

I understand that if hired by the Aquatics Division of Portland Parks and Recreation, my employment is seasonal and will not extend past my assigned facility's last day of operation. To work on a part-time basis, year-round, I will be required to reapply for those positions in August. I further understand that I am not guaranteed a certain number of hours during the summer season. Hours and schedules are determined by program demand, facility need, weather, mobility, and employee experience.

SIGNATURE: _____ DATE: _____

Have you ever been convicted or paid a fine for an offense other than minor traffic violations or juvenile offenses?

No Yes

If yes, please attach a separate sheet of paper and give details (date, charges, any disposition, etc.) Include DWI, hit and run, and other similar traffic offenses. **Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not so indicate, you will not be hired or you will be terminated.

EMERGENCY NOTIFICATION

TODAY'S DATE _____

EMPLOYEE NAME _____ HOME PHONE NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CONSIDERATIONS STAFF NEEDS TO KNOW: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME _____ RELATIONSHIP _____

_____ HOME PHONE _____ WORK PHONE _____

OFFICE USE ONLY

NEW RE-INTERVIEW REHIRE INTERVIEW DATE / TIME: _____

COMMENTS: _____

HIRE: Yes No POSITION(S): _____

Lifeguard Wage: _____ Instructor Wage: _____ Water Exercise Instructor Wage: _____

Pool Assignment: _____ Last IBIS Base Wage: _____