

CANFIELD SWIM AND TENNIS CLUB

APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veteran's status, sex, national origin, disability or any other legally protected status.

PERSONAL INFORMATION (PLEASE PRINT)

Full Name: _____ Home Phone: _____

Permanent Address: _____ Cell Phone: _____

 If at present address less than one year
 Previous Address _____

Social Security No. _____

Email Address: _____ Date of birth: _____

Are you prevented from lawfully becoming employed because of Visa or Immigration Status? Yes No

Can you produce documented proof of your eligibility for employment? (either driver's license and Social Security card/birth certificate or Immigration and Naturalization Service Documents. Yes No

Mark all of the positions for which you are applying:

- Manager
 Assistant Manager
 Office Worker
 Lifeguard w/WSI
 Lifeguard (no WSI)
 Concessions
 Maintenance / Grounds
 Swim Coach
 Tennis Coach

When are you available to start work? _____

Would you be able to work until the end of the season (Labor Day) ? If no, please explain: _____

Approximately how many hours per week would you be willing to work? _____

Generally, what hours would you be available to work (Operation hours vary between 6 a.m. - 9p.m.)

	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Write range of hours available:							

Please describe anything that might affect your availability (e.g. vacations, other jobs, etc.):

Have you applied for a job with Canfield Swim & Tennis Club before? Yes No

Have you ever worked for the Canfield Swim & Tennis Club or another club or pool before? Yes No

If yes, where? _____

How did you come to apply to CSTC? _____

EDUCATION & EXPERIENCE INFORMATION

Type of School	Name & Address of School	Dates Attended	Courses or Degree Earned
High School			
College			

Have you ever served in the U.S. Armed Forces? Yes No

If yes, what branch? _____ Dated entered: _____ Date discharged: _____

Have you ever been discharged or requested to resign from a position? Yes No

Are you employed now? Yes No

If yes, describe: _____

Do you have any current certifications through the Red Cross (e.g. First Aid/CPR, WSI, etc.)? Yes No

If yes, describe: _____

1. Name and Address of <u>Most Recent</u> Employer:		Immediate Supervisor (Name & Position):
Dates of Employment:		Salary/Pay:
Job Title & Duties:		Phone:
Reason For Leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Name and Address of Former Employer:		Immediate Supervisor (Name & Position):
Dates of Employment:		Salary/Pay:
Job Title & Duties:		Phone:
Reason For Leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Name and Address of Former Employer:		Immediate Supervisor (Name & Position):
Dates of Employment:		Salary/Pay:
Job Title & Duties:		Phone:
Reason For Leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

(Do Not List Relatives or Former Employers)

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Please attach your resume and include any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application. Complete applications are due by the date stated on the “Employees” page of the CSTC website.

JOB APPLICANT’S AGREEMENT AND CERTIFICATION

“I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability to damages on account of having furnished such information.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Canfield Swim and Tennis club and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Canfield Swim and Tennis club unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employer at any time and that Canfield Swim and Tennis Club retains the same right”.

“I agree to submit to a physical examination whenever requested, and I understand my becoming employer and/or my continued employment are subject to results of any physical examination related to my job duties in accordance with Club policies and procedures.”

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time”.

I understand that this application will be kept on active file for 180 days from the date completed, after which time I would have to reapply in accordance with established Club procedures.”

Signature _____ Date: _____