

APPLICATION FOR EMPLOYMENT
Maley Swim School

Office Use Only
 Date Rec'd _____
 1st Int _____ 2nd Int _____
 References _____

PERSONAL

Last Name	First	Middle	Birth Date
Street Address			Home Telephone () _____ Cell () _____
City, State, Zip			Business Telephone () _____
Email Address			Social Security #
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			Who referred you to us? Newspaper Ad Friend _____ Internet Other
Are you legally authorized to work in the United States? Yes No (If you are hired you will be required to furnish proof of your employment eligibility.)			When will you be available to begin work?
When are you willing to work? <input type="checkbox"/> Days (Before 3:30) <input type="checkbox"/> Evenings (after 3:30) <input type="checkbox"/> Saturdays <input type="checkbox"/> Whenever needed <input type="checkbox"/> Year Round <input type="checkbox"/> Summer Only <input type="checkbox"/> School Year Only			Desired Position? <input type="checkbox"/> Office <input type="checkbox"/> Instructor <input type="checkbox"/> Lifeguard
Please list any conflicts.			
Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Desired Salary

EDUCATION

School	Name and Location of School	Major/Minor	No. of Years Completed	Graduate? Yes or No
High School				
College				
Graduate				

JOB DESCRIPTIONS

All employees must be bubbly, happy, outgoing, hardworking, organized, and extremely dependable. They must love children and can handle stress easily when dealing with parents and problems.

Instructor

We have three 16-week sessions: Summer, Fall, and Winter/Spring. Your commitment as an instructor would be for a 16-week session. Classes are held: Monday, Tuesday, Wednesday, Thursday, and Saturday mornings.

Front Desk

The front desk duties include but are not limited to enrolling students, explaining policies, answering and fielding phone calls, organizing and maintaining school records, collecting and posting payments, vacuuming the pool, laundry, checking chemicals, cleaning, and other various tasks.

Lifeguard

Your commitment as a lifeguard would be to work flexible 2 hour parties plus clean-ups on Fridays and Saturday s.

Do you have your CPR certification? Yes No Expiration Date _____
Do you have your Lifeguard certification? Yes No Expiration Date _____

List your swimming experiences

Other special training or skills. (List only those skills relevant to the position for which you are applying.)

If you are interested in being an instructor, are you interested in teaching:

- Waterbabies Yes No
- Beginners Yes No
- Strokes Yes No
- Adults Yes No

If interested in working the front desk:

- Do you have basic computer skills (including the Internet)? Yes No
- Do you have knowledge of Microsoft Word? Yes No
- Do you have knowledge of Microsoft Excel? Yes No
- Can you troubleshoot computer problems? Yes No
- Are you friendly, patient, and a “self starter”? Yes No
- Are you incredibly organized and conscientious? Yes No
- Are you good with math and numbers? Yes No

Memberships in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion, or national origin.)

EMPLOYMENT HISTORY

Company Name	Telephone () _____
Address	Employed (Month and Year)
Name of Supervisor May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting pay rate or salary Ending pay rate or salary
State job title and describe your responsibilities.	Reason for leaving

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CANDIDATE QUESTIONS

1. Are you in school or working full time right now? Tell me about your typical daily schedule.

2. Do you like your school (place where you work)? Tell me what's so great about it.

3. Tell me about your past bosses at previous jobs. Was it hard or easy to work for him/her?

4. Tell me about a school (work) project that you were proud to work on.

5. If you were teaching a swim class and one of your children started crying because they were afraid, what would you do?

6. What is your favorite former job and why?

7. What is your least favorite former job and why?

8. Tell me a little about your brothers and sisters or your family.

9. Are you involved in any clubs or charities?

**10. How are you doing in school right now? What is your favorite subject? Why?
Who is your favorite teacher? Why?**

11. Have you ever had to dropout of a club, organization or job? Why?

Linda Maley Swim School, Inc. maintains a policy of non-discrimination for all employees and applications in every facet of the company's operations. In compliance with federal and states laws, Linda Maley Swim School, Inc. hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, religious creed, marital status, citizenship, national origin, disability, or other trait as covered by state and/or federal law.

Applicant Acknowledgement

I certify that the information in this application is accurate, current, and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination.

I authorize Linda Maley Swim School, Inc. to investigate my employment history, credentials, and to obtain any relevant information needed to make an employment decision. I hereby authorize my prior employers to release any and all information relating to my employment and I release Linda Maley Swim School, Inc. and my previous employers from any and all liability that may result from the release and/or use of such information.

I understand and agree that nothing contained in this employment application or in granting of an interview creates an employment contract between Linda Maley Swim School, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be terminable "at will," meaning that I have the right to terminate my employment at any time and that Linda Maley Swim School, Inc. will retain the same right.

Applicant's
Signature _____ Date _____