

APPLICATION FOR EMPLOYMENT



| |
|------------------------|
| Office Use Only |
| Land Interview: _____ |
| Water Interview: _____ |
| Notes: _____ |
| _____ |
| _____ |

DANE COUNTY'S #1 SWIM SCHOOL

SwimWest School of Instruction maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with the Federal and State Laws, SwimWest School of Instruction, hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, religion, citizenship, origin, or any other trait as covered by State and/or Federal Law.

| | | | |
|---|-------|---|---|
| Last Name | First | Middle | Date of Birth |
| Street Address | | | Home Telephone () |
| City, State, Zip | | | Cellular Telephone () |
| Form of Transportation | | | |
| Have you ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO Please describe the nature of the conviction and the date of the conviction. | | | Who referred you to us? |
| Are you legally authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO Note: If you are hired you will be authorized to furnish proof of eligibility. | | | When will you be available to begin work? |
| What is the maximum number of hours you can work? | | What is the minimum number of hours you can work? | |
| Please circle the items which you expect to benefit from your position. Long Term Employment / Short Term Employment / Secondary Employment / Work Experience | | | |

SHIFTS

Please circle all of the shifts that you are available to work.

| Front Desk | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------|---------------|---------------|---------------|---------------|---------------|-------------|------------|
| | 7:30am-5pm | 7:30am-5pm | 7:30am-5pm | 7:30am-5pm | 7:30am-5pm | 8 am - 5 pm | Noon- 4 pm |
| | 5pm-9pm | 5pm-9pm | 5pm-9pm | 5pm-9pm | 5pm-9pm | | |
| Teaching | | | | | | | |
| | 9am - Noon | 9am - Noon | 9am - Noon | 9am - Noon | 9am - Noon | 9am - Noon | |
| | 3:30pm-7:30pm | 3:30pm-7:30pm | 3:30pm-7:30pm | 3:30pm-7:30pm | 3:30pm-7:30pm | | |
| Lifeguard | | | | | | | |
| | 7:30am-2pm | 7:30am-2pm | 7:30am-2pm | 7:30am-2pm | 7:30am-2pm | 8 am - 5 pm | Noon - 4pm |
| | 2pm-9pm | 2pm-9pm | 2pm-9pm | 2pm-9pm | 2pm-9pm | | |

I would like to work at (please circle one):

West Madison

East Madison

Fitchburg

Either

EDUCATION

| School | Name & Location of School | Major/Minor | Number of Years Completed | Graduate? YES or NO |
|-------------|---------------------------|-------------|---------------------------|---------------------|
| High School | | | | |
| College | | | | |
| Graduate | | | | |

CERTIFICATIONS

| | |
|---------------|------------|
| CPR/First Aid | Expiration |
| WSI | Expiration |
| Life guarding | Expiration |

EXPERIENCE

| | |
|---|--|
| Years of Teaching Experience: | Type of Experience-Circle all that apply YMCA / Red Cross / Private Club / Water Park |
| Classes Taught-Circle all that apply Levels 1-7 / Infants / Adults / Special Needs / Life guarding | |

| |
|--|
| Please list any other special training or skills |
|--|

EMPLOYMENT HISTORY

| | |
|--|--|
| Company Name | Telephone () |
| Address | Employed-Starting/Ending (month & year) |
| Name of Supervisor | May we contact? YES or NO |
| State job title and describe your responsibilities | Starting Pay or salary: Ending Pay or salary: Reason for leaving |

| | |
|--|--|
| Company Name | Telephone () |
| Address | Employed-Starting/Ending (month & year) |
| Name of Supervisor | May we contact? YES or NO |
| State job title and describe your responsibilities | Starting Pay or salary: Ending Pay or salary: Reason for leaving |

| | |
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| Company Name | Telephone () |
| Address | Employed-Starting/Ending (month & year) |
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| State job title and describe your responsibilities | Starting Pay or salary: Ending Pay or salary: Reason for leaving |

PERSONAL REFERENCES-Not spouse or relatives. Please do not duplicate from Employment References

| | | | |
|---------|-------|------------------|------------------|
| Name | Title | Telephone () | Alternate () |
| Company | | Relationship | |

| | | | |
|---------|-------|------------------|------------------|
| Name | Title | Telephone () | Alternate () |
| Company | | Relationship | |

| | | | |
|---------|-------|------------------|------------------|
| Name | Title | Telephone () | Alternate () |
| Company | | Relationship | |

CANDIDATE QUESTIONS

Are you in school or working right now? Describe your typical daily/weekly schedule.

Describe a school/work project that you were proud to work on.

Why should we hire you? What makes you an asset to an employer?

APPLICANT ACKNOWLEDGMENT

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 SwimWest School of Instruction to investigate my employment history, credentials, and to obtain any relevant information needed to make an employment decision, including a drug test. I hereby authorize my prior employers to release any and all information relating to my employment and I release SwimWest School of Instruction and previous employers from any liability that may result from the release and or use of such information.

I understand and agree that nothing contained in this employment application, granting of an interview, or scheduling training creates a contract for employment between SwimWest School of Instructions and myself. If an employment relationship is established, I understand that my employment will be terminable “at will”, meaning I have the right to terminate my employment at the end of a session and that SwimWest School of Instruction has that same right.

Applicant’s Signature _____ Date _____