|  |  |
| --- | --- |
| SwimWest Swim School  Employment Application  West Madison Location: 1001 Deming Way Madison, WI  Fitchburg location: 6220 Nesbitt Road Fitchburg, WI [www.swimwest.com](http://www.swimwest.com) | C:\Users\SwimWest\Dropbox\_Individual Folders\Alison\marketing\logos\color logos\swimwest_new11_color.jpg |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | | | | | | | | | | | | | | | | | | | | | Today’s Date | | | | | | | |
| Street Address, City, Zip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Phone | | | | | | | | | | Cell Phone | | | | | | | | | Preferred Phone Home  Cell  Either | | | | | | | | | | | | |
| E-mail Address | | | | | | | | | | | | | | | | | | | Date of Birth | | | | | | | | | | | | |
| What positions are you interested in? (circle all that apply) Front Desk / Swim Instructor / Lifeguard (must be lifeguard certified) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When are you available to work? (circle all that apply) Winter / Spring / Summer / Fall | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please indicate your available starting and ending times for each day of the week   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Availability** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | | We open as early as 8am and close as late as 9pm. |  |  |  |  |  |  |  |   Does your availability change over the year? If so, how? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many hours per week would you like to work? Minimum: Maximum: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When are you available to begin? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Which location would you prefer to work at? West Madison / Fitchburg / Either | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How did you learn about SwimWest or this job opening? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | YES | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | YES | | NO | |
| Have you ever worked for SwimWest? | | | | | | | | | YES | | NO | | | If so, when? | | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | |  | | | | | | | | | | | | | | | | | |
| Do you give SwimWest permission to do a fingerprint background check and perform a drug test? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES | | NO |
| **EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you or have you ever been certified in any of these categories?   |  |  |  |  | | --- | --- | --- | --- | | **Certifications** | **Certifying Institution** | **Current or Expired?** | **Expiration date** | | CPR/First Aid |  |  |  | | WSI: Water Safety Instructor |  |  |  | | Lifeguard |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have any Swim Teaching or Lifeguarding Experience?   |  |  |  | | --- | --- | --- | | **Approximate Dates of Teaching or Lifeguarding Experience** | **Location of Teaching or Lifeguarding Experience**   (YMCA, Rec Center, Private Pool) | **Levels Taught**  (Infant, Beginner, Intermediate, Team, Adult, Special Needs) | |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of High School | | | | | | | | City, State | | | | | | | | | | | | | | | | | | Graduation Year | | | | | |
| Name of College or University | | | | | | | | City, State | | | | | | | | | Major | | | | | | | | | Graduation Year | | | | | |
| Other | | | | | | | | City, State | | | | | | | | | Field of Study | | | | | | | | | Graduation Year | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references that are not listed under employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | Relationship | | | | |  | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | Phone | | | |  | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | Relationship | | | | |  | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | Phone | | | |  | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | Relationship | | | | |  | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | Phone | | | |  | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | | | | Phone | | |  | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | Supervisor | | | |  | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | | Starting Salary | | | $ | | | | | | | Ending Salary | | | | | $ | | | | |
| Responsibilities | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | | To | | | | | Reason for Leaving | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | YES | | NO | | |  | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | | | | Phone | | |  | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | Supervisor | | | |  | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | | Starting Salary | | | $ | | | | | | | Ending Salary | | | | | $ | | | | |
| Responsibilities | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | | To | | | | | Reason for Leaving | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | YES | | NO | | |  | | | | | | | | | | | | | |
| Company | |  | | | | | | | | | | | | | Phone | | |  | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | Supervisor | | | |  | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | | Starting Salary | | | $ | | | | | | | Ending Salary | | | | | $ | | | | |
| Responsibilities | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | To | | | | | | Reason for Leaving | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | YES | | NO | | |  | | | | | | | | | | | | | |
| applicant questions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What interests you about working at SwimWest? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What experiences or qualities do you have that would make you a good staff member at SwimWest Swim School? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you working or attending school right now? What is your typical daily or weekly schedule? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 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 information relating to my employment. I release SwimWest and previous employers from any liability that may result from the release or use of such information.  I understand that nothing contained in this application, granting of an interview, or scheduling training creates a contract for employment. If an employment relationship is established, I understand that employment will be terminable “at will”, meaning I have the right to terminate my employment at the end of a session and that SwimWest has that same right. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | | | | | | | | | | Date | |  | | | | | | |