

COPOCO Lifeguard Application Form

Section 1 Personal details

First name:		Last Name:	
Address:			
Home phone:		Cell phone:	
E-mail address:			
Are you eligible to work anytime?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, what are your restrictions?			
If under age 18 do you have your parents' permission to work?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a driver's license?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current Lifeguard Certification? (please attach a photocopy/pdf/jpg)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you WSI Certified?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start date. End date. Vacation dates. Conflicts.			

Section 2 Education

Date From	Date To	Name of School High School/College	Major/Interests

Section 3 Employment Record

Please list chronologically, starting with current or last employee

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Reason for Leaving

Section 4 References - Please provide two references.

Reference 1

Name:

Their Position (job title):

Relationship:

Telephone N°:

Reference 2

Name:

Their Position (job title):

Relationship:

Telephone N°:

Section 5 Guard Rules and Expectations

COPOCO maintains a drug & alcohol free workplace. The use of controlled substances or alcohol is inconsistent with the behavior expected of employees and subjects fellow employees, Club members, and visitors to our Club to unacceptable safety risks.

1. **It is the guards responsibility to find someone to cover their shift if need be. The manager needs to be included in the conversation between the two guards (a text works).**
2. Guards need to be flexible in filling shifts in case of an emergency.
3. AM guards must arrive 30 minutes before pool opens. PM guards must stay 15 minutes after pool closes. Guards must show up on time for shifts and may not leave early.
4. If you are going to be considerably late you need to contact the guard that you will be working with.
5. Guards may not leave early unless it is okayed by the manager beforehand. Guards should not be leaving early often, they are expected to work the entire shift. The guard needs to find someone to cover the end of their shift.
6. Guards need to leave at the same time. **If someone has to wait for a ride, the other guard has to wait too. NO EXCEPTIONS.** This is a safety reason because COPOCO is very secluded and has poor cell phone reception.
7. If it is a slow day, there are things that you can be doing like sweeping under the mats, vacuuming, cleaning the bathrooms or guard rooms etc.
8. Guard room needs to be kept clean at all times. (This is for safety, but also reflects poorly the guards if a member walks into a dirty, cluttered guardroom.)
9. Guard uniform needs to be worn during shift. Jackets, sweatshirts and pants are permitted.
10. Guards may not sit in Adirondack chairs or lounge chairs while guarding.
11. Personal cell phone use is not permitted.
12. **Weather:** Assigned guards will report to the pool unless notified by manager.
13. **Both guards need to be on deck at all times.**
14. If it is a quiet day and there aren't many people in the pool, guards may work together.
15. Guards on occasion are allowed to take a brief break from the sun to cool off, use the restroom, get a drink etc.
16. **Guards are not allowed to listen to music on headphones, or read a book.**
17. If it is busy, guards may eat a snack while in the stand but **must** pick up trash.
18. Being under the influence of any drugs or alcohol while on duty will result in immediate dismissal.
19. Guards are entitled to one warning then will be written up (circumstances may vary). Another warning may result in termination.

Signed :		Date :	
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Section 6 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place my potential employment in jeopardy.

Signed :		Date :	
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