



## Piedmont Recreation Association (PRA) Application for Employment

For many of you, this is your first time applying for a job. It is very important that you complete the form yourself, asking your parents for input as needed. It is best to mail the application or drop it off to us in person. When you are called to schedule an interview, **you will need to be the one to speak to the personnel person and make arrangements, not your parent.** After turning in your application, be sure to check your email, home and/or cell phone for messages and return calls related to a possible interview promptly.

Applications due dates are as follows:

- Manager/Assistant Manager due **no later than March 15, 2016**
- Swim/Dive Coaches due **no later than April 1, 2016**
- Lifeguards due **no later than March 15, 2016 for previous employees, and no later than April 1, 2016 for new applicants**

Please mark all positions for which you would like to be considered.

<input type="checkbox"/> Pool Manager (Must be at least 18)	<input type="checkbox"/> Assistant Pool Manager
<input type="checkbox"/> Full Time Lifeguard (30-36 hours)	<input type="checkbox"/> Part Time Lifeguard (6-24 hours)
<input type="checkbox"/> Swim Team Coaching Staff	<input type="checkbox"/> Dive Team Coaching Staff

### PERSONAL INFORMATION:

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ SS# \_\_\_\_\_

Permanent Address: Contact Information (circle preference):

_____	Home Phone: _____
_____	Cell Phone: _____
_____	email: _____

Please list one or more email addresses (yours or your parents) that will be checked **daily**:

\_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

**REFERENCES** (Please list three personal or professional – these **cannot** be relatives)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_



**AVAILABILITY:**

Earliest date you will be available to work (pool may open as early as May 21, 2016) \_\_\_\_\_

Last date you will be available for work \_\_\_\_\_

Are you available to work before the pool opens to get it ready? \_\_\_\_\_

Dates that you expect to be unable to work (vacation/camps/school, etc.)

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Are you involved in other activities this summer (baseball, cheerleading, soccer, band, etc.) that will affect your work schedule? \_\_\_\_\_

Please list and explain any scheduling considerations.

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**EXPERIENCE:** Answer the following questions as completely as possible.

Have you worked at PRA before? \_\_\_\_\_ If yes, list dates and positions.

What do you consider to be the primary responsibilities of the position for which you are applying?

Please list any experience you have had with the following: childcare, swimming instruction, swim team coaching, dive team coaching, tennis instruction, construction, landscaping, or maintenance (pool or otherwise). Please give details including dates and locations.

Please list any leadership experience you have or explain situations you have been in that required responsibility, leadership and follow-through experience.

Please list any other employment or work experience (with reference/name and phone number):



**CERTIFICATIONS (Mandatory):**

Employment with PRA requires the following current certifications:  
 American Red Cross Lifeguard Training (within 3 years)  
 American Red Cross Standard First Aid (within 3 years)  
 American Red Cross Adult CPR (within 1 year)

Course	Date Taken	Place Taken	Instructor	Expiration Date
ARC Lifeguard Training				
ARC Standard First Aid				
ARC Adult CPR				
ARC WSI				
ARC Lifeguard Instructor				
Certified Pool Operator				
Other				

**Copies of all certifications much accompany this application. If not yet completed, or expired, copies must be provided prior to the first day of work.**

**By signing below:**

- *I understand the minimum certification requirements for the job and will always maintain current certifications on file with PRA.*
- *I understand the appropriate Job Description.*
- *I agree to participate in mandatory staff training sessions held prior to the pool opening and periodically throughout the pool season.*
- *I have read and understand the "Policy Statements" of Piedmont Recreation Association (PRA) and agree to abide by them.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Pease return completed application and copies of certifications by:**

Manager/Assistant Manager - **no later than March 15, 2016**  
 Swim/Dive Coaches - **no later than April 1, 2016**  
 Previous Lifeguards - **no later than March 15, 2016**  
 New Lifeguard Applicants - **no later than April 1, 2016**

**To:**

Piedmont Employment  
 c/o Piedmont Recreation Association (PRA)  
 509 Homewood Drive SW  
 Huntsville, Al 35801