

Personal References

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Work References

Employer _____ Supervisor _____ Phone _____

Employer _____ Supervisor _____ Phone _____

Supervisor\Lifeguard\Swimming Teacher\Basket Room\Park Store Clerk Positions

In a paragraph indicate your reasons for seeking employment with the City of Evansville and explain what personal traits, skills, and experience you possess that would make you a valued asset to the Evansville Aquatic Staff. Give specific reasons for each position you are applying for.

Please include any additional information you feel would be helpful for us in our evaluation of you for the position you are applying for.

PLEASE READ CAREFULLY:

I certify that the information in this application is true and complete to the best of my knowledge. I understand that false or misleading facts or omission of information or any other information associated with my application for employment is grounds for refusal to hire, rejection of the application, or if hired dismissal of employment.

I authorize any of the persons or organizations referred to in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information, and I will indemnify you against any liability that may result from making such investigation.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between the City of Evansville and myself for either employment or for providing any benefit. I also understand that if hired, my employment is to be "at will" and that either the City of Evansville or I may terminate my employment at any time with or without cause.

I acknowledge that it is the City of Evansville's policy to hire only authorized workers and any offer of employment to me by the City of Evansville is contingent upon my timely completing INS Form I-9 and producing documents required by the Migration Reform and Control Act of 1986 and may not be amended. My failure to meet these requirements within a specified time limit will result in the termination of my employment.

Signature: _____ Date _____

FOR OFFICE USE ONLY

Applicant Not Being Considered for Employment Date _____

Applicant Being Considered For Employment Date _____

Position Accepted: ___ Yes ___ No

Director Signature: _____ Date: _____

General Information

Thank you for your interest in working at Veterans Memorial Aquatic Center & Park Store. Veterans Memorial Aquatic Center offers students a fun and rewarding outdoor working environment.

We have flexible hours to fit your summer vacation and sporting activity schedules. **We are only interested in those students that will be available for the entire summer season, which begins May 21st to August 27th.**

Reserve, Part Time & Full Time Positions

We offer both full time and part time positions.

Part Time

Those with summer activities and more than (1) planned vacation, part time might fit your schedule better. Staff is scheduled approximately 15 to 20 hour per week.

Full Time

Full time positions are for those with no summer activities and (1) planned vacation. Staff is scheduled approximately 30 to 40 hours per week.

Reserve

Those applicants with numerous summer activities & more than (1) vacation planned during the summer Staff is available on an "On Call Basis". No scheduled hours.

Regardless of whether or not you are applying for a full, part time, or reserve position, **applicants must be available for the entire summer season. (May 21st to August 27th)**

All Applicants

For applicants that we have no knowledge or record of their swimming skills, a swimming skills test will be required as part of the application process & requirement. Applicants needing a swimming test will be informed of the test at the time of their interview.

Completing the Application Form

Be sure to complete all sections of the application and be as complete as possible.

The final paragraph section of the application is extremely important. Please spend some quality time in composing a well-written paragraph for this section.

Please also include any additional information that you feel would be helpful to us in making a decision about your possible employment with the City of Evansville at Veterans Memorial Aquatic Center.

Certifications\Condition of Employment

Be sure to read the section under Job Descriptions that refers to required certifications and conditions of employment. Make sure you can meet these requirements before submitting your application.

Positions Available

Basket Room Clerk
Park Store Clerk
Lifeguards
Swimming Teachers

Aquatic Center\Park Store Job Descriptions

Life Guards

The required age for lifeguards is 16 years of age required by the State of Wisconsin. A lifeguard must hold current certifications in lifeguard training, first aid, CPR, and AED. Responsibilities include but not limited to the supervision of swimmers and the enforcement of the rules and regulations developed and established by the Wisconsin Administrative Code for the Operation of Public Swimming Pools and the City of Evansville.

Water Safety Instructors

The required age for Water Safety Instructors is (16) years of age. A water safety instructor must hold a current certification in the American Red Cross Water Safety Course or complete in-house training\instruction for teaching swimming lessons according to Red Cross Standards. Current certifications in first aid, CPR, AED and lifeguard training are required. Responsibilities include but not limited to teaching all age level swimming courses according the standards set forth by the National American Red Cross Swimming Lesson Program and the standards established by the City of Evansville.

Basket Room Clerk

The minimum required age for a basket room clerk is (14) years of age. The basket room clerk must be able to perform the basic swimming skills required to become a life guard. Responsibilities include but not limited to checking in and out the patrons using the facility, enforcement of the established supervision and age requirements to use the facility, daily admission sales, seasonal pass sales, and swimming lesson registrations. The clerk updates and maintains the seasonal registrations and swimming lesson records in the aquatic center computer. Answering the aquatic center phone and providing the public with accurate information about the aquatic center activities are also part of the clerk's duties. Applicant must have the required swimming skills to take the Red Cross Lifeguard Training Class.

Park Store Clerk

The minimum age for a park store clerk is (14) years of age. The park store clerk must be able to perform the basic swimming skills required to become a life guard. Responsibilities include but not limited to serving concessions, keeping the park store clean and orderly, and carrying out all of the rules and regulations established by the Rock County Department of Health and the City of Evansville. Applicant must have the required swimming skills to take the Red Cross Lifeguard Training Class.

American Red Cross Lifeguard Training Course Required Swimming Skills

Water Pre-Test Requirement

Swimming Event

Swim 200 yards continuously demonstrating breath control and rhythmic breathing using the crawl stroke.
Swim 100 yards demonstrating the skill of doing the Breaststroke using a pull, breath, kick, and glide sequence

Timed Event

Starting in the water, swim 20 yards using the front crawl or breaststroke, surface dive 7-10 feet, retrieve a 10 pound object, return to the surface, swimming 20 yards back to the starting point with both hands holding the object and exit the water without using a ladder or steps within 1 minute, 40 seconds.

Tread water for 2 Minutes using only the legs\hands under the armpits

Employee Certifications\Condition of Employment

Life Guards

Employees must complete the required Life Guard Training Course prior to being permitted to life guard. The cost of the course and time involved in completing the course is the responsibility of the employee. As long as the employee is employed by the City of Evansville, all additional required updates, training, and hours required for training, the costs of such training will be covered by the City of Evansville.

Swimming Instructors

Employees must complete the required Water Safety Training Course prior to being permitted to teach swimming lessons. The cost of the course and time involved in completing the course is the responsibility of the employee. As long as the employee is employed by the City of Evansville all additional required updates, training, and hours required for training, the costs of such training will be covered by the City of Evansville.

Basket Room Clerks & Park Store Clerks

Basket Room Clerks & Park Store Clerks must have excellent swimming skills. Guard Start and/or the Life Guard Training Course are not required prior to employment, but employees must be qualified & willingly to take the Lifeguard Training course. See the water pre-test requirements listed above. The cost of the course and time involved in completing the course is the responsibility of the employee. As long as the employee is employed by the City of Evansville all additional required updates, training, and hours required for training, the costs of such training will be covered by the City of Evansville.

Return Applications\Application Deadline\March 23rd

Please return your application in an envelope to the City Clerk's Office at: 31 South Madison Street. Address the envelope as follows:

Veterans Memorial Aquatic Center
Attention: Rick Hamacher, Aquatic Director

Or Mail to:

City of Evansville
Attention: Rick Hamacher, Aquatic Director
31 South Madison Street
P.O. Box 76
Evansville, WI 53536

Interviews

We will contact applicants for interviews during March & April.

Questions

Feel free to contact Rick Hamacher, Aquatic Director at (608) 882-2266, if you have any questions about any of the positions that are available. You can also e-mail any questions you may have to Rick Hamacher, Aquatic Director at: vmaquatics@live.com

City of Evansville, an Equal Opportunity Employer