

**Mountain Springs Swim Club**  
c/o Brooks Brown  
1502 Elmwood Drive SE  
Huntsville, Alabama 35801  
256-783-0021

March 4, 2010

Mountain Springs Pool is now accepting applications for employment. Please find enclosed the necessary application, job descriptions, and policy statements regarding employment. Even if you have already sent a letter or e-mail of interest, please fill out the following paperwork and send it in by the date below.

The completed application will be presented to the pool board. In addition to the application, please enclose copies of your recent ARC Lifeguard Training, ARC First Aid, and CPR certificates. Review the available positions and indicate your preference with a number beside the jobs you will consider.

Your availability is very important. Please note your available start date, required termination date, and scheduled time off requested during the summer. Also there will be start up work days which would be helpful for you to work. There is also the probability of keeping the pool open during September weekends so please consider working through that month.

Applications must be received by March 26, 2010. I welcome your questions and look forward to hearing from you.

Best regards,

Brooks Brown  
Mountain Springs Swim Club  
Vice President  
brooksbrown@fcb-hsv.com

# Mountain Springs Swim Club

## Application for Employment

I am applying for the following positions: (Mark your first choice with 1, second choice with 2 and so on for all positions for which you would like to be considered)

<input type="checkbox"/> Pool Manager <input type="checkbox"/> Asst. Pool Manager	<input type="checkbox"/> Lifeguard <input type="checkbox"/> Lifeguard (substitute)	<input type="checkbox"/> Swim Team Coach <input type="checkbox"/> Swim Team Asst. Coach
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Name:		Birth Date:
Address:		City and Zip:
Home Phone:	Cell Phone:	Other/Pager:
School Attending:		Grade level or year:
Social Security #:		

### References

Name:	Phone:
Name:	Phone:
Name:	Phone:

### Availability

Earliest date you will be available for work:

Last date you will be available for work:

Are you available to work any weekends of September?:

How many hours a week are you willing to work?:

Do you expect to be away from work for any significant periods of time (one week or more) during the regular pool season? If so, please explain and give dates:

Are you involved in other activities this summer? (e.g. Baseball, Cheerleading, Soccer, Band, etc.) Please list and explain if they will require scheduling considerations:

### Answer the following questions as completely as possible:

Have you worked at Mountain Spring Swim Club before? If yes, list dates and positions:

# Mountain Springs Swim Club

## Application for Employment

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

Have you ever had experience doing any of the following: childcare, swimming instruction, swim team coaching, construction, landscaping, or maintenance (pool or otherwise?) Please give details including dates and locations:

Please list any other employment or work experience that you feel may be pertinent: (Continue on back of page if needed)

### Certifications (VERY IMPORTANT)

Employment with Mountain Springs Swim Club 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	Exp. Date
ARC Lifeguard Training				
ARC Standard First Aid				
ARC Adult CPR				
ARC WSI				
ARC Lifeguard Instructor				
Certified Pool Operator				
Other				

Copies of all certifications must 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 the club.

I understand the appropriate job description and responsibilities (reference Mountain Springs Swim Club Operations Handbook as found on the website).

I understand that member/visitor safety, prevention of accidents, cleanliness, and a professional and positive atmosphere at Mountain Springs Pool is paramount.

# **Mountain Springs Swim Club**

## **Application for Employment**

I have read and understand and will enforce the Mountain Springs Swim Club pool rules (reference Mountain Springs Swim Club Operations Handbook as found on the website).

I agree to participate in mandatory staff training sessions and staff meetings prior to the pool opening and throughout the pool season.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed application and copies of certifications by March 26, 2010 to:

**Mountain Springs Swim Club**

Brooks Brown

1502 Elmwood Drive SE

Huntsville, Alabama 35801

256-783-0021

or e-mail

[brooksbrown@fcb-hsv.com](mailto:brooksbrown@fcb-hsv.com)