

CONESTOGA SWIM CLUB

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Age	
For which job are you applying?					
Lifeguard		Snack Bar			
For lifeguards, please list the date of certification for each of the following:		CPR/AED		Lifeguarding/First Aid	
Have you ever been convicted of a felony?		YES	NO	If yes, explain:	
Are you able to perform the essential duties of the job with or without reasonable accommodation?		YES	NO	If no, explain:	
Emergency Contact:				Emergency contact phone #:	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES	NO	Degree
College		Address			
From	To	Did you graduate?	YES	NO	Degree
Other		Address			
From	To	Did you graduate?	YES	NO	Degree

REFERENCES

Please list two professional references.

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES NO

ADDITIONAL DOCUMENTATION THAT MUST BE SUBMITTED WITH THIS APPLICATION

FOR LIFEGUARD POSITIONS

A copy of your lifeguarding and CPR/AED cards must be handed in with this application in order for it to be complete.¹ If

you are planning to take a certification course, then please list the date(s) and location of your American Red Cross course(s). It is the policy of the Conestoga Swim Club that lifeguards, assistant managers, and managers must be certified in lifeguarding and CPR/AED by the American Red Cross.

Upcoming Course Date _____ Upcoming Course Location _____

FOR ALL POSITIONS – ANY AGE

- A signed copy of your **CSC Child Abuse Prevention Code of Conduct Acknowledgement** ([available here on CSC website](#))
- A copy of your **Pennsylvania Child Abuse History Clearance** (information at <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>) ²
- A copy of your **Pennsylvania State Police Criminal Record Check** (information at <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>) ²

FOR ALL POSITIONS – AGES 14 – 17

- A signed parental copy of **Minor’s Duties and Hours of Employment** (<https://www.pa.gov/content/dam/copapwp-pagov/en/dli/documents/individuals/labor-management-relations/documents/llc-75.pdf>)
- A copy of **working papers** (information at <https://rhs.rtsd.org/student-life/work-permits>)
- If you have lived in **Pennsylvania** for the past ten years, **a signed copy of this affidavit** in lieu of a Federal Bureau of Investigation Criminal Background Check.

FOR ALL POSITIONS – AGES 18+ OR IF YOU HAVE NOT LIVED IN PENNSYLVANIA FOR TEN YEARS

- A copy of your **Federal Bureau of Investigation Criminal Background Check** (information at <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting>) ²

Pennsylvania uses the Identogo service for the FBI Clearance. The Service Code to use when scheduling Identego fingerprinting is **1KG756**

² Electronic copies of clearances required by PA Act 153 of 2014 shall be furnished by prospective employees with their employment application submission. Employment applications will not be considered unless clearances are included.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I understand that this application does not guarantee employment by Conestoga Swim Club and that employment is contingent upon the applicable requirements above and an interview.

Signature

Date

Job Descriptions:

LIFEGUARD

The primary purpose of the Conestoga Swim Club lifeguard is to guard lives and ensure the safety of all members. Safety in both the water and on the swim club grounds are of concern to and are a responsibility of the lifeguard. In addition to the duties associated with the safety of the pool and its members, the lifeguard is responsible for the routine maintenance and cleanup of the pool, grounds, and buildings (excluding the manager’s office). At all times, the lifeguard will demonstrate respect and maintain a positive and courteous attitude toward all members, guests, and co-workers. Any and all conflicts must be immediately reported to the manager on duty.

SNACK BAR STAFF

The CSC Snack Bar staff members and shift leaders are responsible for providing friendly, timely customer service to members and guests while accurately taking orders, operating the point-of-sale system, and handling cash in accordance with Club procedures. This role includes preparing and serving menu items safely and consistently (including basic food prep, stocking, and monitoring temperatures where applicable) while following all hygiene and food handling requirements. Staff are to maintain a clean, orderly, and welcoming snack bar by completing opening/closing duties, routine cleaning and sanitizing, trash removal and restocking supplies. Employees are expected to be dependable, professional and to promptly communicate issues (e.g., shortages, equipment problems, safety concerns) to the Snack Bar Manager or Shift Leader on duty.

APPLICATION SUBMISSION

Submit completed applications by email as follows:

- Lifeguard applications: manager@conestogaswimclub.com and president@conestogaswimclub.com
- Snack bar applications: snackbarmanager@conestogaswimclub.com and president@conestogaswimclub.com