



## Wedgwood Swim Pool Hiring Process



### Requirements

All applicants for lifeguard and swim instructor positions at Wedgwood Swim Pool must:

- Be 15 years of age
- Hold current American Red Cross Lifeguard, CPR for the professional Rescuer and First Aid certifications
- Available to teach lessons Monday through Friday 9:30am-12:00pm

Please understand that you are applying for a summer job. You will be required to work for the majority of the summer. Planned vacations, employment at other organizations and volunteer experiences that interfere with scheduling will be a consideration in staff selection.

### Hiring Process

- All applications will be considered.
- Applications will be scored by the management.
- The candidates with the highest application scores will be offered interviews during winter break.
- Interviews will be scheduled via email and conducted at Wedgwood Swim Pool.
- All interviews will be conducted and scored by the manager and assistant manager of Wedgwood Swim Pool.
- Positions will be offered based on application/interview score and anticipated staffing needs for the upcoming season.

### Make sure that you include the following items in your application packet:

✓	ITEMS
	Wedgwood Employment Application (available at <a href="http://www.wwpool.org">www.wwpool.org</a> )
	Copy of required certifications
	Cover Letter
	Letters of recommendation (not required)

All application materials must be submitted no later than December 1, 2006. Send all materials to:

Chris Matsumoto  
 18906 32<sup>nd</sup> AVE NE  
 Lake Forest Park, WA 98155



**Questions:**

\* **Type** or **neatly** write all answers to the questions on a separate piece of paper. Use complete sentences and make sure you answer all parts of the question.

1. What knowledge, skills or characteristics make you a good candidate for a lifeguard and swim instructor at Wedgwood Swim Pool?
2. Describe an example that demonstrates your dependability and/or responsibility as a worker, student, athlete or person.

**Time Conflicts**

List all outside activities that may be a time conflict with employment at Wedgwood Swim Pool.

<u>Activity</u>	<u>Times</u>	<u>Days of the week</u>	<u>Dates of involvement</u>

**Vacations**

From: \_\_\_\_\_ to: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

**Dates of Availability: MUST BE COMPLETED FOR APPLICATION TO BE CONSIDERED**

Will you be able to work on a limited basis while school is still in session (i.e., weekends or after school)?

Circle your answer:    **Yes**            **No**

If yes, what dates, days and hours would you be able to work (be as specific as possible)?

I will no longer be able to work (i.e., school is back in session, last day of work for the summer) after \_\_\_\_\_ (month/day).

I, \_\_\_\_\_, hereby certify that the above application has been completed with accurate and truthful information.

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

**TURN IN COMPLETED APPLICATIONS BY DECEMBER 1<sup>ST</sup> 2006 TO:  
CHRIS MATSUMOTO  
18906 32<sup>ND</sup> AVE NE  
LAKE FOREST PARK, WA 98155**