

## **PIEDMONT RECREATION ASSOCIATION**

Piedmont Employment  
C/O Piedmont Recreation Association  
509 Homewood Drive  
Huntsville, AL 35801  
256-881-9727

Piedmont Pool is now accepting applications for employment. Please find enclosed the necessary application, job descriptions, and policy statements regarding employment.

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.

Additionally, please indicate on the application if you prefer full time employment, but would accept part time work.

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 May 1st. I welcome your questions and look forward to hearing from you.

Best regards,  
Piedmont Recreation Association

# PIEDMONT RECREATION ASSOCIATION

## Application for Employment

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_ City and Zip \_\_\_\_\_

Phone \_\_\_\_\_ Other/Pager \_\_\_\_\_

School Attending \_\_\_\_\_ Grade Level or Year \_\_\_\_\_

Address at College \_\_\_\_\_

Phone/Email at College \_\_\_\_\_

Social Security # \_\_\_\_\_

### **References** (Please give three)

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 before the pool opens to get it ready? \_\_\_\_\_

Are you available to work any weekends of September? \_\_\_\_\_

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 Piedmont before? \_\_\_\_\_ If yes, list dates and positions.

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, dive team coaching, tennis instruction, 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.

**Certifications (Very Important)**

Employment with Piedmont 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)

<b>Course</b>	<b>Date Taken</b>	<b>Place Taken</b>	<b>Instructor</b>	<b>Expiration Date</b>
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 association.*

*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 RA and agree to abide by them.*

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

**Please return completed application and copies of certifications by May 1st to:**

Attention: Piedmont Employment Application

Piedmont Recreation Association

509 Homewood Drive

Huntsville, AL 35801

256-881-9727

**PIEDMONT CLUB**  
**“Policy Statements”**

1. There will be no alcohol or illegal drugs on club property at any time. Club property includes the pool area, tennis courts, playground, parking lot, and ball field. Staff persons present on club property while under the influence of these substances at any time will be dismissed.
2. Staff persons, bearing in mind that they are role models, will not use tobacco products in the presence of children. There is no smoking, chewing, or dipping on the pool deck. Staff persons will not sell, trade, or give tobacco products to persons under age 19 (State Law.)
3. Lifeguards have full authority and responsibility for ensuring the safety of the members and guests and for enforcing the club rules. Any incident that demonstrates a lack of responsibility will be grounds for dismissal. Lack of attention (talking) while on the stand and failure to consistently enforce safety rules will be considered very serious offenses.
4. Staff persons are expected to be positive role models and abide by all club rules at all times.
5. Staff persons in the presence of members will not use harsh or vulgar language.
6. Staff persons are expected to treat members and their children at all times in a friendly, courteous manner. At no time will verbal abuse or corporal punishment be used as a form of discipline.
7. Staff persons will not have visitors while on duty. Exceptions to this would be made under unusual circumstances and must have the approval of the manager.
8. Staff persons will be expected to abide by the schedule, substitute, and vacation policies in the handbook. Failure to report to work when scheduled will be considered a violation of statement #3, above. This includes staff meetings.
9. Staff persons will not be allowed to baby-sit while on duty or leave club property with a child without the parent's permission.