

# 2008 Aquatics Application

Pool Manager, Assistant Pool Manager, Advanced Lifeguard, Lifeguard and Cashier

## Salary

Pool Manager: \$14.92 per hour; Assistant Pool Manager: \$13.02 per hour; Advanced Lifeguard: \$11.39 per hour; Lifeguard: \$10.85 per hour; Cashier: \$9.04 per hour

## Apply

Applications will be accepted at the City of Phoenix – Specialized Maintenance and Aquatics District Office - 1802 W. Encanto Boulevard, Phoenix, Arizona 85007. **A current copy of each certification indicated on your application MUST be attached to your application in order for your application to be processed.**

Management applications must be received no later than 4:00 p.m. Friday, January 18, 2008. Qualified individuals will be notified with interviews scheduled for early February 2008. Applications for all other positions will continue to be accepted and qualified applicants will be notified of interview dates scheduled for mid-March 2008. Interviews must be completed by April 2008 to be considered during the initial hiring. Future recruitment may be scheduled depending on response to current recruitment. **In order to participate in the 2008 water test and cashier test, your application MUST be received no later than Friday, March 7, 2008.**

## Responsibilities

Duties and responsibilities will vary according to the level of each position. You may be assigned to any one of 29 pools located throughout the City of Phoenix. A map showing the location of pools appears on the following page. You may be required to work any shift, any day of the week at any facility, throughout the summer aquatic season. Pools are tentatively scheduled to open early May 2008 and will be open through Labor Day.

## Residence

Applicants must be either a current or permanent resident of Maricopa County at time of hire.

## Evaluation

Qualifications will be determined by evaluation of experience and training as shown on the application. All applicants must show original certifications at the selection interview and/or water test. No applicant will be allowed to interview or test unless they are currently certified as required by the position. Additional training and/or certification may be required. Effective August 1, 2000, after an employment offer is made, prospective employees will be required to take and pass a pre-employment drug test. Employment will be contingent on successful completion of the pre-employment drug test, consideration of background, references and other job related selection information.

## Experience and Training

**Pool Manager:** Completion of a Bachelor's Degree in recreation or a related field and three summers of experience in aquatics, one of which involved management of a pool facility. Other combinations of education and experience which provide knowledge, skills, and abilities required to perform the work may be accepted. Requires possession of current American Red Cross Water Safety Instructor, Lifeguard Training and First Aid (R. 2007) and CPR/AED for the Professional Rescuer certifications. Lifeguard Training Instructor certification is highly preferred. Perspective employees must pass fingerprint background review and pass the pre-employment drug test.

**Assistant Pool Manager:** Completion of 60 semester hours of college credit and two summers of experience in aquatics. Requires possession of current American Red Cross Water Safety Instructor, Lifeguard Training and First Aid (R. 2007) and CPR/AED for the Professional Rescuer certifications. Other combinations of education and experience which provide knowledge, skills, and abilities required to perform the work may be accepted. Lifeguard Training Instructor certification is preferred. Must pass fingerprint background and pass the pre-employment drug test.

**Advanced Lifeguard:** Must be 16 years of age or older by April 5, 2008. Requires possession of a current American Red Cross Water Safety Instructor, Lifeguard Training and First Aid (R. 2007) and CPR/AED for the Professional Rescuer certifications. Must pass fingerprint background review if 18 years of age or older and pass the pre-employment drug test.

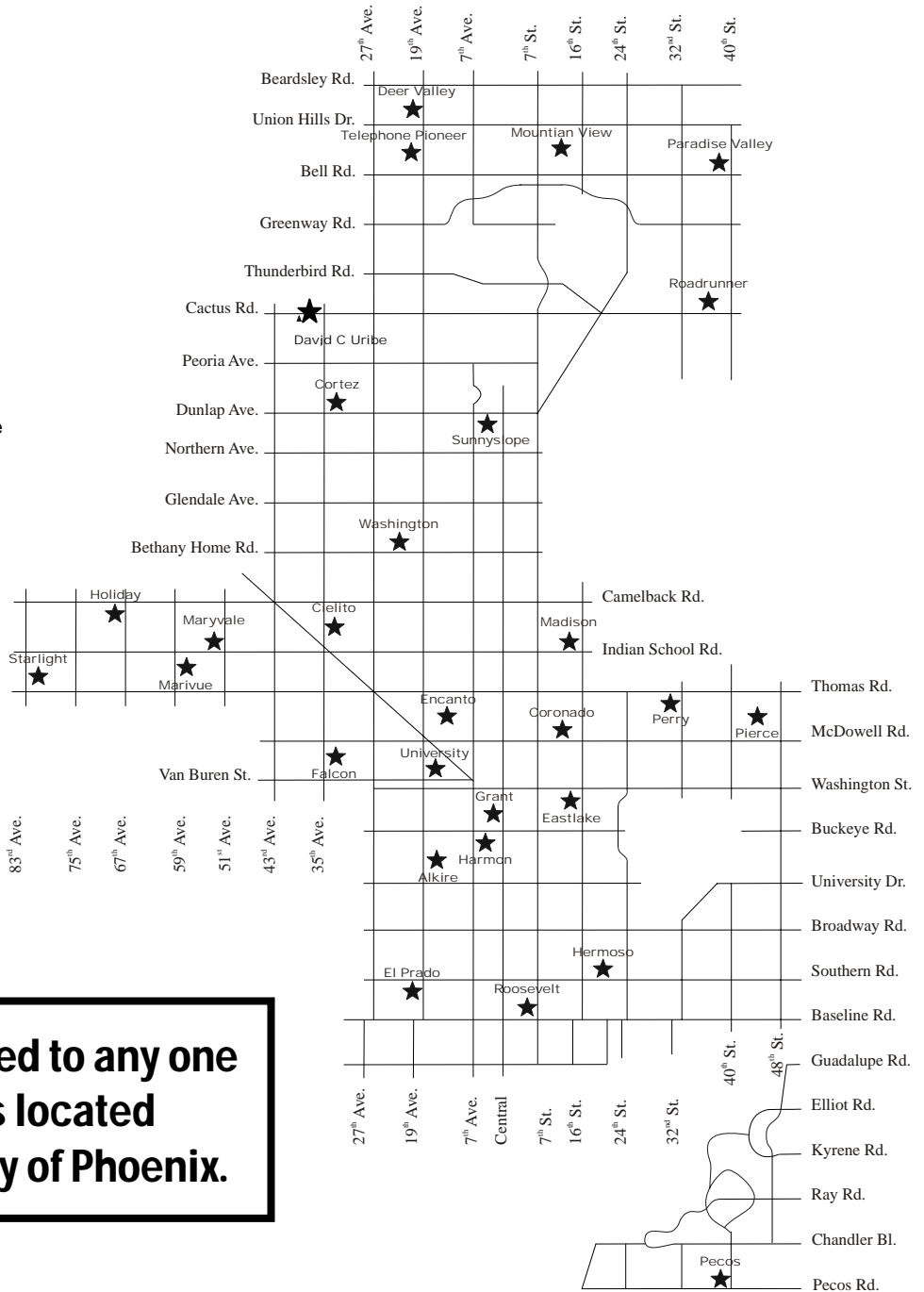
**Lifeguard:** Must be 15 years of age or older by April 5, 2008. Requires possession of a current American Red Cross Lifeguard Training and First Aid (R. 2007) and CPR/AED for the Professional Rescuer certifications. Must pass fingerprint background review if 18 years of age or older and pass the pre-employment drug test.

**Cashier:** Must be 15 years of age or older by April 5, 2008 and have cash handling/register experience in a work environment. Must pass fingerprint background review if 18 years of age or older and pass the pre-employment drug test.

**YOUR ORIGINAL, UNLAMINATED, SOCIAL SECURITY CARD AND STATE ISSUED PICTURE ID MUST BE SHOWN AT THE INTERVIEW AND PAYROLL SIGNUP.**

# Aquatics Facility Map

- |                       |                     |
|-----------------------|---------------------|
| 1. Alkire             | 1617 W. Papago      |
| 2. Cielito            | 4551 N. 35th Ave.   |
| 3. Coronado           | 1717 N. 12th St.    |
| 4. Cortez             | 3434 W. Dunlap      |
| 5. David C. Uribe     | 3801 W. Cactus      |
| 6. Deer Valley        | 19400 N. 19th Ave.  |
| 7. Eastlake           | 1549 E. Jefferson   |
| 8. El Prado           | 6428 S. 19th Ave.   |
| 9. Encanto            | 2125 N. 15th Ave.   |
| 10. Falcon            | 3420 W. Roosevelt   |
| 11. Grant             | 714 S. 2nd Ave.     |
| 12. Harmon            | 1239 S. 5th Ave.    |
| 13. Hermoso           | 5749 S. 20th St.    |
| 14. Holiday           | 4530 N. 67th Ave.   |
| 15. Madison           | 1440 E. Glenrosa    |
| 16. Marivue           | 5625 W. Osborn      |
| 17. Maryvale          | 4444 N. 51st Ave.   |
| 18. Mountain View     | 1104 E. Grovers     |
| 19. Pecos             | 17010 S. 48th St.   |
| 20. Paradise Valley   | 17648 N. 40th St.   |
| 21. Perry             | 3131 E. Windsor     |
| 22. Pierce            | 2150 N. 46th St.    |
| 23. Roadrunner        | 3502 E. Cactus      |
| 24. Roosevelt         | 6246 S. 7th St.     |
| 25. Starlight         | 7810 W. Osborn      |
| 26. Sunnyslope        | 301 W. Dunlap       |
| 27. Telephone Pioneer | 1946 W. Morningside |
| 28. University        | 1102 W. Van Buren   |
| 29. Washington        | 6655 N 23rd Ave.    |



**You may be assigned to any one  
of the 29 pools located  
throughout the City of Phoenix.**

**Return application and copies of certification to:**  
 Aquatic Applications  
 1802 W. Encanto Blvd.  
 Phoenix, Arizona 85007

City of Phoenix  
 Parks and Recreation Department

**FOR OFFICE USE ONLY**

# 2008 Aquatics Application

Date/Time: \_\_\_\_\_

Mail  Walk-in

LAST NAME	FIRST	MIDDLE	<input type="checkbox"/> New Address	SOCIAL SECURITY NUMBER <small>(original must be shown at time of employment)</small>	
ADDRESS (permanent)	CITY	STATE	ZIP	HOME PHONE ( )	MOBILE PHONE ( )

<b>CHECK THE POSITION(S) YOU ARE APPLYING FOR:</b> <input type="checkbox"/> Cashier <input type="checkbox"/> Lifeguard <input type="checkbox"/> Advanced Lifeguard <input type="checkbox"/> Assistant Pool Manager <input type="checkbox"/> Pool Manager <input type="checkbox"/> Other _____	<input type="checkbox"/> New Hire  <input type="checkbox"/> Returning Employee	Name of previous pool:	EMAIL ADDRESS
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Date you can start:	Sizes S-XXXL T-shirt size _____ Swimsuit size _____	Date of Birth:	<b>For EEO reporting purposes ONLY</b> Please check the appropriate box. <i>(Response is optional)</i>
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EDUCATION: Circle the last year to be completed. 9 10 11 12 13 14 15 16 17 OVER	Degree:	Date:	<input type="checkbox"/> Asian <input type="checkbox"/> Asian/White <input type="checkbox"/> African/White <input type="checkbox"/> Black/African Am. <input type="checkbox"/> Hawaiian/Pacific Is. <input type="checkbox"/> Hispanic/Latin0 <input type="checkbox"/> Hispanic Other <input type="checkbox"/> Latino <input type="checkbox"/> Native Am. <input type="checkbox"/> Native Am./A.A. <input type="checkbox"/> Native Am./White <input type="checkbox"/> White/Anglo <input type="checkbox"/> Other <input type="checkbox"/> Male <input type="checkbox"/> Female
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Major:	If no degree, indicate the total semester hours completed:
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Are you fluent in any language other than English?  
 \_\_\_\_\_  Speak  Read  Write  
 \_\_\_\_\_  Speak  Read  Write  
 \_\_\_\_\_  Speak  Read  Write

Have you ever been convicted of a misdemeanor, a felony, placed on probation, or given a suspended sentence in court? Include any convictions by military trial, and any criminal charges for which you are awaiting trial. You need not include minor traffic violations or juvenile offenses. Upon offer of employment, your fingerprints may be sent to local and federal agencies for record verification. If yes, give details (*dates, charges, etc.*) **\*Include DWI, DUI, Hit and Run and other similar traffic offenses.**

\* All offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. Full disclosure is to your advantage as your record does not constitute an automatic bar to employment. Factors such as age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job for which you are applying will be taken into account. Failure to disclose will result in disqualification from the hiring process or discharge from City of Phoenix employment.

Please indicate how you found out about this employment opportunity:

<input type="checkbox"/> Aquatics Employee	<input type="checkbox"/> Grandparents	<input type="checkbox"/> Library	<input type="checkbox"/> Notes (Water Bill)
<input type="checkbox"/> CIGNA Summer Programs	<input type="checkbox"/> Facebook	<input type="checkbox"/> Parents	<input type="checkbox"/> Other _____
<input type="checkbox"/> City Employee	<input type="checkbox"/> Flyer	<input type="checkbox"/> Pizza Box Promotion	
<input type="checkbox"/> City of Phoenix Website	<input type="checkbox"/> High School	<input type="checkbox"/> Radio	
<input type="checkbox"/> Community Center	<input type="checkbox"/> High School Swim Team	<input type="checkbox"/> Television	

Please check the appropriate boxes and fill in the blanks to indicate your level of certified qualifications:

CERTIFICATIONS	Yes	Expiration Date
Lifeguard Training	<input type="checkbox"/>	_____
Lifeguard Training Instructor	<input type="checkbox"/>	_____
Water Safety Instructor	<input type="checkbox"/>	_____
Water Safety Instructor Trainer	<input type="checkbox"/>	_____
CPR for the Professional Rescuer	<input type="checkbox"/>	_____
Community First Aid	<input type="checkbox"/>	_____
Other: _____	<input type="checkbox"/>	_____

**Only American Red Cross certifications are acceptable for these positions.**  
**A COPY OF EACH CERTIFICATION MUST BE ATTACHED TO THE APPLICATION.**  
**YOU MUST SHOW A STATE ISSUED PICTURE I.D. & ORIGINAL UNLAMINATED SOCIAL SECURITY CARD AT INTERVIEW AND PAYROLL SIGNUP.**

If you are in the process of taking a class, upon completion, forward copies of certification(s) to the Aquatics Office - 1802 W. Encanto Blvd. - Phoenix, Arizona 85007. If you have current certifications and copies are not enclosed, your application will NOT be processed.

**YOU WILL NOT BE ALLOWED TO TEST WITHOUT SHOWING YOUR ORIGINAL CERTIFICATION CARDS.**

**Additional skills: Please indicate those activities in which you have experience and give detailed information regarding your responsibilities in the space provided.**

Activity	Number of Years	Responsibilities
Swim Team		
Dive Team		
Synchro Team		
Water Aerobics		
CIGNA Summer Program		
Head Lifeguard		
Water Basketball		

**DO NOT MARK IN THIS BOX - OFFICIAL USE ONLY**

Qualified to work:  Cashier     Lifeguard     Adv. Lifeguard     Asst. Manager     Pool Manager

Experience in:  Swim Team     Synchro Team     Head Lifeguard     Water Basketball  
 Dive Team     Water Aerobics     CIGNA Summer Programs

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever been employed by the City of Phoenix?  No  Yes: When? Where? Who?:

May we contact your past and present employers?  No  Yes

**EXPERIENCE:** Show experience related to the position for which you are applying beginning with your present or most recent position, including military and volunteer experience. Fill in all spaces. Be accurate and complete. **The way you describe your experience and the number of hours worked will determine whether or not you are ruled eligible for the position.**

**List current or most recent job first, followed by other jobs that may apply. Attach additional sheet if necessary.**

Name, address & phone number of employer or volunteer agency.	Dates of employment (Month and Year) From _____ To _____	Your Position Supervisor's Name
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Describe your work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address & phone number of employer or volunteer agency.	Dates of employment (Month and Year) From _____ To _____	Your Position Supervisor's Name
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Describe your work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City of Phoenix complies with the Immigration Reform and Control Act of 1986. If offered a job, before starting work with the City, you will be required to present identification and work authorization papers:

- your original, unlaminated, Social Security Card (also required under tax law) AND
- your state issued pictured identification card (i.e. driver's license, school ID) OR
- your certificate of naturalization or citizenship OR
- your alien registration receipt card with your picture OR
- your valid foreign authorized passport with "employment authorized stamp" OR
- other papers identified in law or regulation, which provide identification and demonstrate your authorization to work.

All people hired will be required to complete and sign under penalty of perjury, a U.S. Department of Justice Employment Eligibility form.

The City of Phoenix seeks to hire the person best qualified for a position vacancy, without regard to national origin or other non-job related factors.

Employees 18 years of age or older who provide a direct service to children must submit to state and federal criminal history records check (by way of a fingerprint background review). Employment will not begin until an Arizona Department of Public Safety report showing no disqualifying convictions is received. The fingerprint background review applies to all Aquatic Section Staff. Effective August 1, 2000 prospective employees will be required to take and pass a preemployment drug test after an employment offer is made. Employment will be contingent on successful completion of the preemployment drug test, consideration of background, references and other job related selection information.

**Application Check List — Did you remember to?**

- Did you fill in your Social Security Number?*
- Did you fill out your application completely (Including experience and work history)?*
- Did you enclose a copy of all your required certifications?*
- Did you locate your original, unlaminated Social Security Card and state issued picture ID card?*
- Did you sign your application?*

I certify that all information contained here is true to the best of my knowledge. I understand that all omissions or misstatements may result in rejection of this application, removal from the eligible list or discharge. I will keep the Parks and Recreation Department advised of changes in my eligibility status and address.

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

**YOUR ORIGINAL, UNLAMINATED, SOCIAL SECURITY CARD AND STATE ISSUED PICTURE ID MUST BE SHOWN AT THE INTERVIEW AND PAYROLL SIGNUP.**

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER