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**Application for Employment**

**553 S Fortune Way**

**Dallas, GA 30157**

**770-975-9636/770-733-8491**

**courtyardpools@gmail.com**

**Contacts: Neal Pohl or Mary Pohl**

**Please circle or highlight which of the available positions you are interested in applying for: (see page 3 to 5 for job descriptions):**

Pool Monitor (Sometimes American Red Cross CPR Certified)

Lifeguard (American Red Cross Lifeguard and CPR Certified)

Driver/Pool Maintenance Assistant

**Important notice:**

*Please email the application to the above address and keep a copy for yourself. If hired for a position with certification, it is the employee’s responsibility to enroll in a course and provide proof of certification to Courtyard Pool Management.* ***Please bring Certification, Social Security Card, and Driver’s License to Company Training Day in May 2014. Please also bring a list of any days needed off*** *for the work period (May 15 to September 5, 2014). Any other days requested off throughout the summer will need to be made* ***in writing*** *(email to Neal or Patrick Pohl at coutyardpools@gmail.com) three weeks ahead of time. See following pages for description of positions and local certification classes. Starting this year we will provide a $50 bonus to all of our pool monitors and lifeguards that work all scheduled days through September 15 including weekends once school starts back.*

**Employee Personal Information:**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact and Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History (Last Three Positions):**

**Most Recent:**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superior’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Position and Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd Most Recent :**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superior’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Position and Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd Most Recent:**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superior’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Position and Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any additional information you would like to include about your education or skills?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**T-Shirt Size (Circle or Highlight):** S M L XL

**Generally, Pool Monitors and Lifeguards are needed from May 15 to September 5, with some positions lasting longer. Our Drivers most intensive time begins in May, and sometimes stay on until the end of September. Will you be available for the above time period? If not, please explain which days you would be unavailable.**

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**How many hours a week are you hoping to work (40 being the maximum number of hours)?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What days and times are you available?**

**Sunday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuesday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wednesday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thursday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Friday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Saturday:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Life Guard Job Description**

Thank you for considering a position with The Courtyard Pool Management Company. Of course, first and foremost, we expect our guards to vigilantly watch situations where a lifeguard needs to intervene. This includes watching the swimmers and enforcing all pool rules. We will train you so that you feel comfortable performing the below duties.

**LIFEGUARD DUTIES:**

1. Lifeguards are to take pool samples to test water chemistry during the hourly

 breaks.

1. A chemical log must be maintained during lifeguard hours.
2. Chemicals can only be administered by a person over the age of 18. This will be
3. Check and record filter gauge readings daily.
4. Keep pump room clean and organized.
5. Keep guard areas clean and organized.
6. Straighten deck furniture and remove debris from the deck.
7. Straighten chairs and tables at closing and put all umbrellas down at dark.
8. Maintain cleanliness of bathrooms and empty all trash receptacles within the fenced area.
9. Check bathrooms and pump house during hourly breaks taken at ten minutes before the hour.
10. Report all damages to pool equipment and or furniture immediately.
11. Keep eyes on those in pool at all times; performing rescue and CPR services if necessary
12. Direct patrons to not run or rough-house or dive on pool grounds
13. Direct patrons to stay away from hoses or suction areas

Our Guards are paid starting at $8.25 an hour and are expected to sign up for and complete a Lifeguard American Red Cross and CPR certification prior to the swim season. The course usually costs around $150 and Neal or Pat can help you to find a course or you can check the website for the American Red Cross.

There are several criteria that a student must meet at the start of the class in order to continue with the program. These are as follows:

* Students must be 15 years old or older before the final night of class.
* Students must be able to swim 300 yards (6 laps / 12 lengths) without stopping.
	1. 100 yards continuous front crawl with rhythmic breathing.
	2. 100 yards continuous breaststroke using a pull, breathe, kick, glide sequence
	3. 100 yards of front crawl or breaststroke.
* Starting in the water, students must be able to swim out 20 yards, retrieve a 10 lb. brick from 7 to 10 feet of water and swim the brick back 20 yards to the starting point and exit the water without using a ladder or steps, within 1 minute, 40 seconds.

If you decide you need help getting ready for your course Neal or Pat can meet with you and help you with your strokes.

Time is of the essence because every day as the summer quickly approaches it will be harder and harder to find an available course.

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**Pool Monitor Job Description**

Thank you for considering a position with The Courtyard Pool Management.

A pool monitor is not a lifeguard, but some pools require CPR certification. Our pool monitor wage begins at *7.50* an hour.

**The pool monitor will perform the following duties:**

(a) Clean the bathrooms daily and check the bathrooms hourly to see if toilets need flushing, supplies need to be added or any further cleaning needs to be done.

(b) Check each person that enters the pool to insure they are members and have each member (and their guests) sign in to pool as they enter the gate.

(c) Keep pool furniture straight.

(d) Check and record chlorine and pH readings ever hour.

(e) Vacuum the pool of all lose debris and brush any algae that may appear in a pool.

(f) Operate pump room.

(g) Enforce alcohol policy.

(h) Enforce age policy.

(i) Lock up according to stipulation.

(j) If a CPR certified position, perform CPR should a pool client have a blockage to breathing.

(k) Direct patrons not to run, roughhouse, or dive on pool grounds

(l) Direct patrons to stay away from pool hoses or suction areas.

Time is of the essence because every day as the summer quickly approaches it will be harder and harder to find an available course.



**Driver/Pool Maintenance Job Description**

1. Arrive to work on time.
2. Answer personal phone and drive on “On-Call” days.
3. Keep log of mileage and gas spent, as well as receipts for gas.
4. File gas receipts and business purchase seats in appropriate files.
5. Drive 50 to 100 miles daily on pool routes with manager.
6. Empty skimmer baskets, check chemicals.
7. Assist in pool vacuuming and pool area cleaning.
8. Help manager with pump and filter maintenance and repairs.
9. Clean bathrooms, furniture and any other general cleaning.
10. Keep track of hours on a time sheet and file accordingly.
11. Help keep track of keys and equipment.