

Daland Swim School
 135 E. Wilbur Road,
 Thousand Oaks, CA 91360

Tel: 805-495-5210
 Fax: 805-373-1976
www.dalandswim.com



Office Comments: *Circle one for each*

Personality: Positive / Blah
 Smile: Yes / No
 Eye contact: Yes / No
 Energy Level: High / Med / Low
 First impression: Good / Bad / ?

Date received: / / Initial _____

EMPLOYMENT APPLICATION

Three Character References Required for Employment

To be considered for hire at Daland Swim School you are required to supply at least three references attesting to your character and suitability for employment. **References MUST be on file before final hiring decisions can be made.**

You may scan and Email completed application to office@dalandswim.com

PERSONAL DATA

Last Name _____			First Name _____			Middle _____			Best way to contact you: <input type="checkbox"/> Text <input type="checkbox"/> email <input type="checkbox"/> Call		
Street Address _____				City _____				State _____		Zip Code _____	
Home Phone _____			Cell Phone _____			Email Address _____			Referred By _____		
Position you are applying for: (may check more than one)						I'm looking for a job that is: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			Date you are available to start working: _____		
<input type="checkbox"/> Instructor		<input type="checkbox"/> Office		<input type="checkbox"/> Camp Counselor					<input type="checkbox"/> Coach		How did you hear about us? _____
Expected Wage: \$ _____ /hr											

Are you a citizen of the USA or have a legal right to work in the U.S.? **Yes No** (Please Circle) (employment subject to I-9 form)

AVAILABILITY

When are you available to work? (Example: 7:00am-7:00pm)

Monday: _____ Friday: _____ I can be flexible with my schedule

Tuesday: _____ Saturday: _____

Wednesday: _____ Sunday: _____ I cannot be flexible with my schedule

Thursday: _____

CERTIFICATIONS

_____	_____	_____
Lifeguard Training Expiration Date	First Aid Expiration Date	Professional CPR Expiration Date

At *Daland Swim School*, teaching physical education skills to children or generally supervising children in a physical environment. Please indicate below if you have any current or past conditions which might keep you from safely performing the physical requirements of the position(s) for which you are applying. In addition, office staff are required to pull on tarps, move furniture and perform other physical tasks.

Yes, I am able to perform the physical requirements of the position(s) for which I applied without jeopardizing my safety or the safety of *Daland Swim School's* students, clients, guests, coworkers or others.

EDUCATION

Name and location of school	Graduated?	Years completed	Main/course of study
High School:	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No	1 2 3 4	
College/other:	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No	1 2 3 4	
Describe honors, apprenticeships, post graduate education, or specialized training:			

EMPLOYMENT HISTORY

COMPANY NAME	Address	Telephone No.
Name of immediate supervisor	<input type="checkbox"/> I am no longer employed with this company <input type="checkbox"/> I am currently employed with this company and it is OK to contact this person <input type="checkbox"/> I am currently employed with this company, please do NOT contact this person	
Start Wage \$	Final Wage \$	Reason for leaving?
Start Date / /	Final Date / /	
Job title or position:	Describe your duties and responsibilities:	

COMPANY NAME	Address	Telephone No.
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Start Wage: \$	Final Wage: \$	Reason for Leaving?
Start Date / /	Final Date / /	
Job title of position:	Describe your duties and responsibilities:	

OTHER ACCOMPLISHMENTS (school, job, awards, distinction, certifications, volunteer work)

UNDERSTANDING & AGREEMENT (please read each statement carefully)

I certify that the statements given on this application or during an interview are true and complete and I authorize investigation of same with exception of contacting my current employer if I have so requested in this document. I have read and agree to the above statement.

Initial here:

I understand that if I am hired that any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to the above statement.

Initial here:

I authorize the references given on this application and during any interview to give to representatives of *Daland Swim School* any and all information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and I release all parties from any and all liability from any damage that may result. I have read and agree to the above statement.

Initial here:

I understand that if I am hired my continued employment is contingent upon my successful performance during a new hire period of 90 days. I have read and agree to the above statement.

Initial here:

Signature _____ Date _____

Daland Swim School is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against applicants or employees on the basis of race, color, gender, martial status, religion, national origin, age, veterans status, disability or any other basis prohibited by local, state or federal law. No question on this application is intended for or will be used for the purpose of limiting or excusing any applicant's consideration for employment.

PLEASE TELL US, ABOUT YOURSELF . . .

Warmth, friendliness and a desire to serve are essential qualities for *Daland Swim School* employees. At the end of each day, our Clients go home with only their memories of the way they were treated.. Please tell us about you and your ability and desire to become part of the *Daland Swim School* Family.

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(Please call number above number before
faxing to ensure confidentiality)
Fax: (805) 373-1976

This letter is in reference to _____, who
Recently applied for employment at **DALAND SWIM SCHOOL.**

Daland Swim School employees work with and around children, often in an environment without parental supervision. To be considered for employment at *Daland Swim School*, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant's suitability for employment. We would greatly appreciate if you would please take the time to complete and return this form via fax, email or standard mail to the address listed below. **Time is of the essence** as the applicants employment process cannot be completed until all reference letters are reviewed. **Confidentiality assured.**

Thank you for your thoughtful assistance.

1) How long have you know the applicant? _____

2) What is your association/relationship with the applicant? _____

3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? **YES NO** If yes, please explain.

4) To the best of your knowledge, has the applicant ever been fired/dismissed/terminated or been asked to resign from a position because of failure to carry out responsibilities? **YES NO**

5) Please summarize your opinion of this applicant's character, in particular their suitability to work with or around children. **Confidentiality assured:**

Print Name

Signature

Date

Phone Number

Email

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