



# Application for Employment

(Pre-employment questionnaire) (An equal opportunity employer)

Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_  
Street City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_ Best time to reach me \_\_\_\_\_

Emergency Contact Name & Phone Number: \_\_\_\_\_

## GENERAL

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Times available: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_

Th \_\_\_\_\_ F \_\_\_\_\_ S \_\_\_\_\_ S \_\_\_\_\_

Specify any hours or days you cannot or will not work: \_\_\_\_\_

Upon request can you provide proof that you are authorized to work in the United States?  Yes  No

Are you over 18 years of age?  Yes  No (If under 18, hire is subject to verification that you are of minimum legal age.)

Have you ever worked for us?  Yes  No If so, when and where \_\_\_\_\_

Have you ever applied for work with us before?  Yes  No If so, when and where \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

List any friends, acquaintances, and relatives working at Little Whale Swim School and their relationship to you:

\_\_\_\_\_

## EDUCATION

High School or GED \_\_\_\_\_ Graduated:  Yes  No

Post-Secondary School: \_\_\_\_\_ Graduated:  Yes  No

Major/Subjects studied \_\_\_\_\_

Other \_\_\_\_\_

## EMPLOYMENT HISTORY

Start with your most recent position, use additional sheets if necessary. Do not omit any employers.

**Employer** \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Position \_\_\_\_\_ May we contact?  Yes  No

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

\_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

\_\_\_\_\_

**Employer** \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Position \_\_\_\_\_ May we contact?  Yes  No

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

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What did you like most about this job? \_\_\_\_\_

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**Employer** \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Position \_\_\_\_\_ May we contact?  Yes  No

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

\_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

\_\_\_\_\_

## ESSENTIAL REQUIREMENTS OF THE POSITION

The essential requirements of the job are as follows:

- Able to work in 90-degree water for up to 4 hours.
- Able to lift up to 50 lbs. This includes moving equipment and physically assisting students in and out of the water.
- Able to work in a humid (degree ranges from 75-90) and noisy environment.
- Able to climb in and out of the pool.

Can you perform the listed essential requirements with or without reasonable accommodation?  Yes  No

(Note: We comply with the ADA and state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

## WORK / VOLUNTEER REFERENCES

Give the names of three persons not related to you whom you have known for at least one year and who can give information about your work qualifications.

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_  
How known \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_  
How known \_\_\_\_\_

3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_  
How known \_\_\_\_\_

**OTHER**

Have you ever stolen property or money from a former employer?  Yes  No

Describe \_\_\_\_\_  
\_\_\_\_\_

Have you ever damaged a former employer's property?  Yes  No

Describe \_\_\_\_\_

Do you carry a weapon on your person?  Yes  No If yes, do you have a permit to carry the weapon?  Yes  No

**WORK EXPERIENCE WITH CHILDREN**

Write a summary of your work experience with children. Include any experiences that you have had with children: babysitting, volunteering, jobs., etc.

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

**PLEASE TELL US ABOUT YOURSELF**

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

**PLEASE CAREFULLY READ THE FOLLOWING STATEMENT BEFORE SIGNING**

I hereby certify that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have not knowingly withheld any information that may adversely affect my chances for employment. I understand that any error or omission of information may result in denial of employment or termination at any time.

I authorize all my current and former employers and their employees, past or present, to give Little Whale Swim School any and all information concerning my employment history and any pertinent information they may have, personal or otherwise. I also authorize that all my former schools may give Little Whale Swim School any or all information concerning my education. I also authorize all the references that I have provided to give any information to Little Whale Swim School that they consider relevant. I waive all privacy interests in such information.

I understand that if I receive a conditional offer of employment, at Little Whale Swim School's discretion, Little Whale Swim School will require a criminal history background check conducted by a background check provider, in accordance with applicable law. In such an event, Little Whale Swim School will provide a separate authorization form for me to sign.

Further, to the maximum extent that can be waived under law, I release all the sources referenced above (and all their employees, officers, directors and agents) and Little Whale Swim School (and its employees, officers, directors and agents) of all claims and liability for any damages resulting from their furnishing any information, whether I agree or disagree with the content of the disclosed information. Thus, I understand that if any one of the above sources discloses information which I believe to be erroneous, I cannot bring any legal action against that source or Little Whale Swim School regarding the disclosure of the information. In this regard, I waive any and all benefits associated with California Civil Code Section 1542, which provides: "General Release/Claims Extinguished. To the fullest extent permitted by law, a general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known by him/her must have materially affected his/her settlement with the debtor."

If employed, I understand that my employment can be terminated with or without cause, at any time, and for any reason, or no reason, at the option of either Little Whale Swim School or myself. I understand that no one, other than an officer of Little Whale Swim School has any authority to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing. Any agreement entered into by an officer can only be made in writing signed by him/her and the employee. I understand that the issuance of this Application does not indicate that there are any positions open.

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

## ADDITIONAL EMPLOYMENT HISTORY (optional)

**Employer** \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

Position \_\_\_\_\_ May we contact?  Yes  No

Brief description of your responsibilities \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**Employer** \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ (For all dates, include month and year)

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