

The Borough of Topton • 205 South Callowhill St. • Topton, Pennsylvania 19562

610-682-2541 • Fax 610-682-1636

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Permanent Address: _____

Home Phone: _____

Cellular Phone: _____

EMPLOYMENT DESIRED

Position: _____

Date You Can Start: _____ Desired Salary: _____

Are You Employed Now?: YES NO

If So, May We Inquire of Your Present Employer? YES NO

Are You Legally Authorized to Work in the United States? YES NO

Have You Ever Applied/Worked for The Topton Borough Before? YES NO

If So, When? _____

EDUCATION AND TRAINING

| | <u>NAME / CITY & STATE</u> | <u>YEARS</u> | <u>GRADUATE</u> | <u>COURSE OF STUDY</u> |
|----------------|--------------------------------|--------------|-----------------|------------------------|
| HIGH SCHOOL | | | YES / NO | VOCATIONAL / ACADEMIC |
| COLLEGE | | | YES / NO | |
| TRADE or OTHER | | | YES / NO | |

Subject of Special Study or Research: _____

Special Skills, Training, or Certifications: _____

U.S. Military Service and Rank: _____

EMPLOYMENT HISTORY

| <u>DATE</u> <u>MONTH & YEAR</u> | <u>NAME & PHONE OF EMPLOYER</u> | <u>SALARY</u> | <u>POSITION</u> | <u>REASON FOR</u> <u>LEAVING</u> |
|--|-------------------------------------|---------------|-----------------|-------------------------------------|
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |

REFERENCES

| <u>NAME</u> | <u>PHONE NUMBER</u> | <u>RELATION</u> | <u>YEARS</u> <u>KNOWN</u> |
|-------------|---------------------|-----------------|------------------------------|
| | | | |
| | | | |
| | | | |

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on the application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature: _____

Date: _____

-----Do Not Write Below this Line-----

Hired (Position): _____

Date: _____

Approval: _____

Salary: _____

Topton Memorial Pool & Pool Side Café – Position Descriptions and Requirements

Staff Supervisor: reports to Facilities Manager/Borough Manager and Council, job includes overseeing daily operations of Topton Memorial Pool, coordinating staff, training, scheduling, managing financial transactions, upkeep of facilities, daily lifeguarding duties, administration of medical attention, and any and all other needed tasks. The job includes daily operations of Pool Side Cafe, handling financial transactions, product ordering, opening and closing duties, independent projects and any and all other needed tasks.

Requirements:

- 2+ Years Experience Lifeguarding
- Valid Lifeguarding, CPR, and First Aid Certifications from The American Red Cross
- Management Certification (Red Cross, APO/CPO, or equivalent)
 - Preferred, not required
- 18 Years old or older

Head Guard: reports to staff supervisor, facilities manager/borough manager; job includes overseeing daily operations of Topton Memorial Pool, coordinating staff, managing financial transactions, upkeep of facilities, daily lifeguarding duties, administration of medical attention, and any and all other needed tasks. The job also includes operations of Pool Side Cafe, handling financial transactions, opening and closing duties, independent projects and any and all other needed tasks.

Requirements:

- 2+ Years Experience Lifeguarding
- Valid Lifeguarding, CPR, and First Aid Certifications from The American Red Cross
- 17 Years old or older

Lifeguard: reports to staff supervisor, daily supervisor, and facilities manager/ Borough Manager, job includes basic upkeep of facilities, daily lifeguarding and administration of medical attention as outlined by the American Red Cross Lifeguarding program, and any and all other needed tasks.

Requirements:

- Valid Lifeguarding, CPR, and First Aid Certifications from The American Red Cross
- 15 Years old or older

Swim Instruction Coordinator: reports to staff supervisor and facilities manager/ Borough Manager, job includes overseeing the swim instructors, helping maintain the direction and quality of swim lessons, scheduling and coordination of lessons.

Requirements:

- Valid Lifeguarding, CPR, and First Aid Certifications from The American Red Cross
- 2+ Years of Swim Instruction

Swim Instructor: reports to swim instruction coordinator, job includes conduction of private one on one swimming and aquatic lessons within the parameters of the Topton Memorial Pool's Swim Instruction Program.

Requirements:

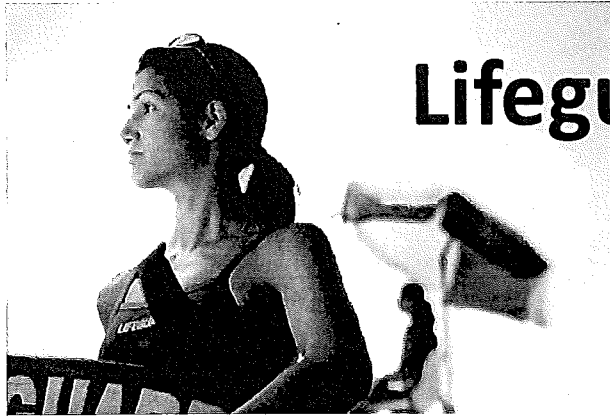
- Valid Lifeguarding, CPR, and First Aid Certifications from The American Red Cross

Pool Side Café Counter: Answers directly to management staff, job includes daily operations of Topton Community Pool Concession Stand, handling financial transactions, and any and all other needed tasks.

Requirements:

- 15 Years old or older

PLEASE BE CLEAR WHICH POSITION OR POSITIONS YOU ARE APPLYING FOR THE UPCOMING SEASON, WE WILL NOT ASSUME INTEREST IN A POSITION THAT'S NOT LISTED.



Lifeguard Certification Course

Instructor:
Phone:
Email:

Marcus Dolny
610-682-2541
TOPTONMANAGER@ptd.net

Course Cost: \$250.00 Full Course (Make checks payable to your instructor)

LIFEGUARDING -

FRIDAY - MARCH 31st - Kutztown University Keystone Hall Pool 7:00 to 9:00 PM
SATURDAY - APRIL 1st - Kutztown University Keystone Hall Pool 12:30 to 5:30 PM
SUNDAY - APRIL 2nd - Kutztown University Keystone Hall Pool 10:00 to 2:00 PM

FIRST AID/CPR -

SATURDAY - APRIL 8th - Borough Hall, Topton, PA 10:00 to 5:00 PM
SUNDAY - APRIL 9th - Borough Hall, Topton, PA 10:00 to 5:00 PM
TUESDAY - APRIL 11th - Borough Hall, Topton, PA 4:00 PM (Testing)

Requirements:

- *Participants must be 15 years of age
(Contact instructor with questions regarding age.)*
- *Ability to swim continuously 300yds. (Using Front crawl and breast stroke)*
- *Be able to retrieve a 10lb. Brick from a depth of ten feet and return it to the deck under the required time.*
- *Complete 2 Minutes of Treading using legs only*

**COMPLETION OF THIS COURSE DOES NOT GUARANTEE EMPLOYMENT BY
TOPTON MEMORIAL POOL**

Name: _____

Address: _____

DOB: _____ **Phone:** _____

Emergency Contact: _____

Phone: _____ **Relation:** _____