



To: Job Applicant

Re: Application for Employment – Lifeguard

Thank you for your interest in applying for a position with the City of Live Oak as a Lifeguard. This is a temporary position lasting during the pool season.

An Application for Employment – Lifeguard is attached. Please complete all items on this application form and answer all of the questions. *Please print clearly.* If you need additional space for an item, please continue on a separate sheet of paper.

In addition, ***if currently certified***, please include a copy of your current Lifeguard Certification with your application.

Please insure you have signed and dated your application. ***If you are under the age of 18 years, the consent block must also be signed by a parent or guardian.***

Also, please complete the EEO Statistical Data Form, which is the last page of the application. This form is filed by Human Resources and is used for statistical reporting only.

When you have completed your application, you may drop it off with the City Receptionist in the lobby of City Hall, or you can mail it to the following address:

The City of Live Oak
Human Resources
8001 Shin Oak Drive
Live Oak, TX 78233-2497

All of the applications that are received prior to the closing of the posting will be considered. Job interviews will be held during the next few months, as applications are received, and will be set-up for late afternoons. The Live Oak Municipal Swimming Pool is scheduled to open on Memorial Day weekend.

If you have any questions concerning your application, please contact the Human Resources Office at 210-653-9140 extension 2201 or Courtney Weese, Recreation Specialist, extension 2235 or by email cweese@LiveOakTX.Net.

The City of Live Oak

APPLICATION FOR EMPLOYMENT

Lifeguard

An Equal Opportunity/Affirmative Action Employer

PERSONAL DATA: (Please print clearly)

(Last Name, First, Middle Initial)

(Street Address)

(City) (State) (Zip Code)

Email Address: _____

Telephone Numbers: Home: (____) _____ or Cell:(____) _____

For Office Use Only

Date Received: _____

To Department: _____

Interview Date: _____

Action: _____

GENERAL INFORMATION:

Have you ever been employed by the City of Live Oak as a Lifeguard?

___ Yes ___ No Dates: _____

Have you ever filed an application with the City of Live Oak for any position?

___ Yes ___ No Dates: _____

Are you related to any employee or other official of the City of Live Oak?

___ Yes ___ No

Are you a citizen of the United States: ___ Yes ___ No

If no, do you possess an Alien Registration Card? ___ Yes ___ No

Have you ever been convicted of a felony or other crime? ___ Yes ___ No

If yes, please explain _____

Do you possess a valid motor vehicle operator's license? ___ Yes ___ No

License # _____ State: _____ Type: _____

Have you been dismissed or asked to resign from a previous job in the last three (3) years?

___ Yes ___ No

When would you be able to start work? _____

Do you meet the minimum age requirement for the position of Lifeguard? ___ Yes ___ No

Do you currently have a Certificate for Lifeguarding? ___ Yes ___ No

If you have not started a Certification Course, would you like to take the course provided by Live Oak? ___ Yes ___ No

EDUCATION AND TRAINING:

Name of School Attended	Dates Attended From - To	Average Grade	Degree Y/N
High School: _____			
College/University: _____			

PREVIOUS EMPLOYMENT:

Employer: _____	From – To: _____
Address: _____	Job Title: _____
Reason for Leaving/Still Employed: _____	
Supervisor: _____	Salary: _____
Employer: _____	From – To: _____
Address: _____	Job Title: _____
Reason for Leaving/Still Employed: _____	
Supervisor: _____	Salary: _____

REFERENCES:

Please list three (3) references:

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

I certify that the statement and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to the City of Live Oak or to its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the City. A photocopy of this authorization shall be valid as the original.

_____ Signature of Applicant	_____ Date
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CONSENT

I hereby give my permission for my son/daughter to apply for the position of Lifeguard with the City of Live Oak, and will allow him/her to work for the City at the Live Oak Municipal Pool.

_____ Signature of Parent/Guardian	_____ Date
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EEO STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex, or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunities for employment with us. However, to help fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become a part of your personnel file if you are hired.

INSTRUCTIONS:

Please check the box corresponding to the correct response(s) in each of the categories below:

SEX: Male Female

AGE (in years): Under 40 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

SOURCE OF INFORMATION ABOUT APPLYING

- Posted job announcement
 - Texas Employment Commission
 - Current employee
 - Friend
 - Professional publication
 - Newspaper
 - Just walked in
 - Other (Specify) _____
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DISABILITY

Do you have a disability? Yes No

(Disability is described as:

1. physical or mental impairment which substantially limits a major life activity;
2. previous record of such an impairment; or
3. being regarded as having such an impairment.