



# Conejo Recreation & Park District

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Jim Friedl

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January 9, 2017

**GENERAL MANAGER EMERITUS**  
Tex Ward

Dear Candidate,

The Conejo Recreation & Park District Aquatics Program is recruiting applicants for the 2017 summer season for the Community Pool at CLU, Newbury Park, and Thousand Oaks High School Pools. The Community Pool at CLU is a year-round facility and the high school pools are open during the summer season only. Working at the high school pools will not limit an employee's ability to work during the off-season at the CLU Community Pool. We are seeking qualified candidates for the following hourly positions:

Assistant Pool Manager  
Senior Guard  
Instructor/Guard (WSI)  
Instructor/Guard (no WSI)

**Step One** – Applications are available starting **January 9, 2017** at the Aquatics Office, Community Pool at CLU - 100 Overton Court, Thousand Oaks, CA 91360 or online at [www.crpdp.org/aquatics](http://www.crpdp.org/aquatics) .

**Returning candidate applications** are due by **March 3, 2017**.  
**Management applications** are due by **March 3, 2017**.  
**New candidate applications** are due by **April 14, 2017**.

**Office Hours**  
9:00am-5:00pm

**Step Two** – Those submitting applications will have one tryout; no alternate dates will be scheduled. Sunday, April 2 or Saturday, April 15 at 9am at the Community Pool at CLU. Visit [www.crpdp.org/aquatics](http://www.crpdp.org/aquatics) for try-out details. **NEW APPLICANTS** – if your try-out is successful, an interview will be scheduled for that afternoon. Successful candidates will be sent a letter inviting them to Rookie School. **RETURNING APPLICANTS** – you will need to successfully complete the hiring assessment by **May 25, 2017**.

**Step Three** – Lifeguard Rookie School **April 22, 2017; 9:00am-4:00pm**. The Lifeguard Rookie School will challenge the candidate's knowledge of American Red Cross lifeguard skills in a fast paced and competitive environment. The candidates demonstrating the best understanding of lifeguarding skills may receive a conditional job offer. You will need to pre-register for Rookie School after passing the try-out/interview process.

New and second year lifeguards will report to the Hillcrest Center at 9:00am on **Saturday, June 10, 2017** for a **MANDATORY** training. Veteran staff will report to the Newbury Park High School at 9:00am on **Saturday, June 17, 2017** for the re-hire assessment and training.

Aquatics Section  
Conejo Recreation & Park District

## AQUATICS EMPLOYMENT APPLICATION

### PERSONAL

Circle Position(s) Applying For:	Lifeguard/Swim Instructor	Senior Guard	Management
Preferred Pool Location (Number 1 through 3):	CLU Community _____	Newbury Park _____	Thousand Oaks _____
Name			
Address			
City, State, Zip			
E-mail Address <i>(Primary way of contact)</i>			
Phone: Cell <i>(Secondary way of contact)</i>	Home	Other	
How did you hear about this position?			

### EDUCATION

Name of School/College	Major/Subject	Degree Received

**PLEASE NOTE: Must have current Lifeguarding Certifications or be enrolled in a Lifeguard Training Course and have completed it prior to the April 22, 2017. Rookie School.**

### CERTIFICATIONS

Please provide the following information concerning American Red Cross or comparable certification.

Certification	Date Issued	Expiration Date	Agency where completed
Lifeguard Training			
Water Safety Instructor			
EMT			
Other			

**\*Copies of certificates or proof/receipt of future course dates are mandatory before starting work**

### WORK EXPERIENCE

**Most recent work experience should be first. Please use back of page for any additional information.**

Title	Dates Worked	to	
Agency/Company	Address		
Supervisor's Name	May we contact?	Phone	
Hours Worked Weekly	Reason for Leaving		

<b>Describe your duties in full detail</b>	

Title	Dates Worked	to
Agency/Company	Address	
Supervisor's Name	May we contact?	Phone
Hours Worked Weekly	Reason for Leaving	

<b>Describe your duties in full detail</b>		

**List any other recreation, leadership, teaching skills, specialty skills or aquatic experience (i.e. swim teams, water polo, diving, syncho, etc.).**


**This position is seasonal from June – August 2017. Would the date you start and end be any different from these dates? If so, please list:**

<b>Date available to start:</b>	<b>Last date available:</b>
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**All vacations must be submitted on this application prior to submission. Do you have any vacations planned? If so, please list:**

<b>Date Leaving:</b>	<b>Date Returning:</b>
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**Will you be holding any other jobs this summer? Yes \_\_\_\_\_ No \_\_\_\_\_**

### CONFIRMATION

**I certify that all the statements are true and complete to the best of my knowledge. I understand that any false statements will disqualify me from further consideration or result in my contract being terminated in the event the Conejo Recreation & Park District contracts for my services.**

**Signature**

**Date**

**APPLICATIONS DUE BY 5:00PM ON:**  
**Returning applicants: March 3, 2017 - New applicants: April 14, 2017 – Management: March 3, 2017**