

# PLEASANTON MEADOWS ASSOCIATION

c/o Association Management Company, LLC.  
555 Peters Ave, Suite 110  
P.O. Box 191  
Pleasanton, California 94566

Telephone 925-462-2138  
Fax: 925-462-8865

## NOTICE TO APPLICANTS

Thank you for your interest in working for the Pleasanton Meadows Cabana Club. Please complete the attached application as thoroughly as possible. Return this application to the address noted above, with the following:

1. Work permit (if under 18 years of age)
2. CPR Certification Card
3. Lifeguard Certification
4. WSR Training Certification (if you have)

Also, to assist in determining availability, please indicate the following:

1. Date(s) off summer vacation(s) with family:  
\_\_\_\_\_
2. Are you on the Swim Team?                      Yes [  ]                      No [  ]
3. Date you plan to return to school: \_\_\_\_\_ (if applicable)
4. Are you interested in teaching swim lessons?    Yes [  ]                      No [  ]
5. When are you available to start work? \_\_\_\_\_

**QUESTIONS: Call Kris at the management company at 925-462-2138 x100**

***THE BOARD OF DIRECTORS IS CURRENTLY HIRING. PLEASE RETURN APPLICATION AS SOON AS POSSIBLE.***

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## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_

**POSITION APPLYING FOR:** *Manager* [  ] *Senior Guard* [  ] *Lifeguard* [  ] *Gate Attendant* [  ]

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ IF YES, EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

WHAT ARE YOUR LEISURE TIME ACTIVITIES? \_\_\_\_\_

\_\_\_\_\_

### EDUCATION

	Name & Location	Grade Completed
High School	_____	_____
College	_____	_____
Business/Trade	_____	_____
Other	_____	_____

Extracurricular activities in school, including athletics, tutoring, etc:

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**REFERENCES**

Personal references other than relatives:

NAME	YEARS KNOWN	OCCUPATION	ADDRESS	PHONE #
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**WATER SAFETY TRAINING**

	LOCATION	DATE COMPLETED	INSTRUCTOR
Advanced Lifesaving & Water Safety	_____		
Water Safety Inst.	_____		
Standard 1st Aid	_____		
Advanced 1st Aid Cardiopulmonary Resuscitation	_____		

**COACHING EXPERIENCE**

TITLE	LOCATION	DATE
_____		
_____		

**WORK HISTORY**

EMPLOYER & ADDRESS	DATE	TITLE	NAME OF SUPERVISOR
_____			
_____			
_____			

APPROVED 3/13/2006  
Pleasanton Meadows Cabana Club  
Lifeguard – Roles and Responsibilities Description

General Definition:

Perform a variety of tasks related to aquatic activities such as ensuring conformance with water safety, performing pool lifeguard duties, general cleaning duties and ensuring conformance to Pleasanton Meadows Cabana Club rules and regulations.

Description of Responsibilities:

- Patrols pool and cabana club areas to enforce conformance to safety rules and regulations
- Monitors activities in the pool area to prevent accidents by enforcing safety rules, cautions swimmers regarding unsafe swim activities and maintains order in pool area
- Rescues swimmers in danger of drowning, distress or injury and administers basic first aid when/if applicable
- Inspects cabana facility for cleanliness, cleaning of restrooms and keeping pool and cabana areas clean and free from hazards (refer to opening and closing daily checklist)
- Administers and enforces hourly swim break rules
- Tests pool water and monitors pool filtering and chlorine dosage equipment
- Greets and ensures members and guests sign log-in sheet
- Enforces cabana club check-in rules and procedures regarding guests, age of children, emergency cards, cabana office etc... (see check-in procedure document)
- Take reports from cabana members and guests; fills out incident reports and other forms and paperwork as required
- Collects checks/deposits for cabana club reservations and insure homeowner complete facility rental agreement
- Prior to shift ending, re-arrange pool lounge chairs to prescribed areas and close/secure pool office
- Wear uniform
- Rotation/Stations – Check-in tables, Office/downtime, Guard and chores

Required Qualifications and Skills:

- Valid and current “Lifeguarding” certificate from the American Red Cross or its equivalent
- Minimum of 15.5 years of age at time of employment (work permit required if under 18)
- Valid and current “Cardio-Pulmonary Resuscitation certificate from the American Red Cross or American heart Association or its equivalent
- Valid and current first aid certificate from the American Red Cross or its equivalent
- Ability to retrieve distressed swimmers from all areas of the pool
- Ability to use all the available rescue tools and equipment
- Ability to work together with other lifeguards to retrieve distressed swimmers from all areas of the pool

General Working Conduct:

- At end of shift, lifeguard uniform must be removed or covered if remaining in pool and cabana area
- Cabana rules apply to off-duty lifeguards and their guests

I have read the above job description and agree to all that is expected of me for this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee – Print Name