

## Cary Swim Club Employment Application Form

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
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**Cary Swim Club -  
APPLICATION FOR  
EMPLOYMENT -  
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DATE \_\_\_\_\_

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

Present address \_\_\_\_\_

Permanent address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

How long at permanent address \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (Home)(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Date of Birth \_\_\_\_\_ (required for background check only)

Positions applied for (1) \_\_\_\_\_ Days/hours available to work (NA – Not Available)  
 and salary desired (2) \_\_\_\_\_ All Days \_\_\_\_\_ Thur \_\_\_\_\_  
 (Be specific) Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

When (date) available for work? \_\_\_\_\_

Last day available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

**Please list any related certifications (i.e. lifesaving, cpr, etc.) including date received and expiration date**

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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**Work experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

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**PLEASE CHECK THE APPROPRIATE BOX: (If you answer “Yes” to any of the questions below, please provide a detailed explanation including timeframe on a separate sheet of paper.)**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been suspended or dismissed from a job?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been asked to resign from your job in the face of possible adverse employment action?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had an employment contract not renewed or not extended at the end of the contract?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever received a below standard or unsatisfactory rating on a job performance evaluation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been placed on an action plan (mandatory improvement plan) or been told that you would be required to complete an action plan?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been found guilty of any violation of law other than a minor traffic ticket? (If you have been convicted of writing worthless checks, driving while impaired, or driving while license revoked, you must answer “yes” to this question.)                |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever pleaded guilty, pleaded no contest, received a Dismissal with Leave, a Prayer for Judgment, a Prayer for Judgment (continued), or entered into a Deferred Prosecution agreement for any charged violation of the law other than a minor traffic ticket? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have criminal charges or procedures, other than a minor traffic ticket, pending against you?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently under an obligation to perform or have you ever performed community service?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently on, or have ever been sentenced to, supervised or unsupervised probation?   |

I hereby expressly authorize the Cary Swim Club, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records, and periodic record checks after I am hired. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give the Cary Swim Club, its agents or employees any written or other personnel information they may have regarding me. In consideration of the review of my employment application by the Cary Swim Club, its agents or employees, I hereby release the Cary Swim Club and any and all providers of information to whom this release is sent from any Liability as a result of furnishing or receiving this information.

I certify that all information provided on all pages of this application is accurate and complete. I agree that if any information or answers to questions change either before or after employment, I will notify the Cary Swim Club - Swim Operations Committee Chairperson in writing immediately. I acknowledge that failure to provide accurate and complete information on this application, or failure to update this application with accurate and complete information in the future, shall be grounds for disqualification for employment or immediate dismissal.

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**Applicants and current employees shall notify the Cary Swim Club Swim Operations Committee Chairperson immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.**

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PLEASE READ CAREFULLY

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Cary Swim Club (CSC), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, policy statements, and the like as they may exist from time to time, or other CSC practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of CSC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the CSC. Both the undersigned and CSC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the CSC may unilaterally change or revise their policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the CSC permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the CSC from any liability as a result of such contact.

I understand that, in connection with the routine processing of your employment application, the CSC **may** request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. **The CSC, will provide me with additional information concerning the nature and scope of any such report, prior to it being requested.**

I further understand that my employment with the CSC shall be probationary for a period of thirty (30) days, and further that at any time during the probationary period or thereafter, my employment relation with the CSC is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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Cary Swim Club is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability.

Thank you for completing this application form and for your interest in employment with Cary Swim Club.

**Mail Completed Application to:**

Cary Swim Club

P.O. Box 483

Cary, NC 27512