



**Carleton
RAVENS**

Aquatics Department FALL 2024 / WINTER 2025 Application Form

Name:	Email:
Address:	Cell #:
City:	Home Phone #:
Prov: P.Code:	Date of Birth:
Emergency Contact Name:	Emergency Contact Phone #'s:
Out of Town Address (if applicable)	
Address:	City:
Phone: ()	Prov: P. Code:

High School, University or College attending: _____ HS Grade _____

If attending Carleton University: Faculty/Program: _____ Year: _____

Carleton University Student ID # _____

All NEW applicants are required to attend the **New Staff Screening → Saturday September 7, 10:00am -1:30pm**
 All NEW successful applicants are required to attend a **New Staff Orientation → Friday Sept 13, 5:30-8:30 pm**
 Please confirm your intention to attend by checking the box below.
 If you are subsequently unable to attend, please email Jennifer.mcphee@carleton.ca

I am a RETURNING applicant who has worked at Carleton Aquatics during the past 6 months

I understand that participation in the Carleton Aquatics In-Service Training (IST) is a JOB REQUIREMENT and ATTENDANCE IS MANDATORY: _____ (Please Initial)

STAFF TRAINING: All Staff trainings are Mandatory (Condition of Employment)	
ALL STAFF IST's	*Subject to change based on operational requirements
FALL 2024	Sundays (4:30-6:30 PM) – September 15, November 3, December 8
WINTER 2025	Sundays (4:30-6:30 PM) – January 12, February 2, March 2, April 6

QUALIFICATIONS

The following qualifications are **mandatory** for those seeking employment at Carleton University Aquatic Department. Candidates who do not possess all required certifications may not be considered for employment.

- Lifesaving Society National Lifeguard (Pool) – must be recertified every 2 yrs
- Standard First Aid (SFA) and CPR 'C'/AED – must be recertified every 2 yrs
- Lifesaving SWIM INSTRUCTOR – must be recertified every 2 yrs

Recommended qualifications to hold or be working towards obtaining;

- Lifesaving Instructor (LSI)
- Lifesaving Examiner
- Lifesaving SFA and/or EFA Instructor
- Airway Management

Please attach a copy of any qualifications that cannot be found on the 'Find a Member' Lifesaving Society site. A Police Records Check may be required if you are offered a position. This will need to be current within 6 months.

Lifesaving Society ID # (mandatory):

Work Experience

Please attach a resume to this application outlining your most recent and relevant work experience.

References: (a minimum of two references required) *At least (1) or all references will be contacted/*

Name:	Position/Location:
Phone: ()	Email Address:

Name:	Position/Location:
Phone: ()	Email Address:

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Phone: ()	Email Address:

SCHEDULING & AVAILABILITY

Do you reside on or very near campus? Yes No

How will you usually travel to CU? _____ How long will this take? _____

FALL Term Schedule Requests: Sunday September 15 – Sunday December 22, 2024
A winter 2025 schedule request form will be made available in early December

How many hours a week would you like to work during the Fall Term?

(8 hrs.) **Minimum** (10 - 12 hrs.) (14 - 16 hrs.) (18 – 22hr **Max**) Other: _____

I prefer to work: Early mornings Mid-days Evenings Weekends Anytime (check multiple)

I prefer to teach: Mon – Thurs. lessons (4-6pm) Friday lessons (4 or 5:30 -7:30pm) *circle prefer start time

Saturday Children’s Lesson (9:30am-12pm) Saturday Adult Lessons (12:00-1:30pm)

Saturday Lifesaving (3-7:30pm) *if you hold required qualifications

Sunday Womens Only lesson (11:15 – 12:15pm) Sunday Children’s lessons (12:30 -2:30pm)

will teach any group as per my availability. (check multiple as applicable)

List any other **commitments/dates/times** during the Fall or Winter term (i.e. school, sport, part time jobs elsewhere, other) that would prevent you from working.

Once the Fall Staff Schedule is finalized, you will be responsible for all of your regular shifts. If you are assigned shifts on any of these dates, you will still be responsible to arrange coverage by following all established shift-substitution procedures. Initial that you understand this expectation _____ *(Please Initial)*

WEEKLY SCHEDULE

Please indicate the times you are **unavailable** (including class and other commitments) and attach a copy of your school class/school schedule (if applicable). Please indicate exact times that you can begin and end work due to these other commitments. After the submission of this application, you are responsible for communicating all updates &/or changes to your availability.

Pre-Fall Term 2024 Weekly Availability (Monday Sept 2nd – Sunday Sept 15th)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9-10:00 pm							

Fall 2024 Weekly Availability (Monday Sept 16 - Sunday Dec 22)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9-10:00 pm							