



Carleton  
RAVENS

# Aquatics Department

## FALL 2025 / WINTER 2026

### 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 6, 10:00am**  
[screening will go until approx. 1:30 – 2:00pm depending on number of candidates]  
All NEW successful applicants are required to attend a **New Staff Orientation → Friday Sept 12, 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 [aquatics@carleton.ca](mailto:aquatics@carleton.ca)

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 2025	Sundays (4:30-6:30 PM) – September 14, October 5, November 9, December 7
WINTER 2026	Sundays (4:30-6:30 PM) – January 11, February 8, March 8

## 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

➤ Airway Management – 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

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):

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

Work Experience

\*current/returning staff need not complete

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

References

\*current/returning staff need not complete

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:

Name:

Position/Location:

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 14 – Saturday 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 2025 Availability week of Monday Sept. 1st – Sunday Sept. 7th

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
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							
9-10:30 pm							

Pre-Fall Term 2025 Availability week of Monday Sept. 8th – Saturday Sept. 13th)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00am						
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						
9-10:30 pm						

Fall 2025 Weekly Availability (Sunday Sept 14th - Sunday Dec 20th)

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 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							
9-10:30 pm							