



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 a **New Staff Screening**
Spring & Summer (May – August) Employment → Thursday March 27, 7:30 – 9:30pm
Late Spring & Summer Only (June and/or July & August) → Friday May 9, 5:30 – 7:30pm

All NEW successful applicants are required to attend a **New Staff Orientation [dates TBD]** and complete a 3 – hour paid Shadow Guarding Shift prior to the first schedule shift.

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
SPRING 2025	Sundays (4:30-6:30 PM) – May 11 & June 8
Summer Inservice Training information will be share at a later date.	

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
- Lifesaving NL Instructor and/or Examiner
- Lifesaving Trainer – in any designation
- 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.

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:

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

SCHEDULING & AVAILABILITY

I would like to work Spring (May – June) **and** Summer (July – August)

I would like to work **Spring** (May – June) only

I would like to work **Summer** (July – August) only

Spring Term Schedule Requests: Monday May 5 – Sunday June 29, 2025

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

(8 hrs.) (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)

Summer Term Schedule Requests: Monday June 30 – Sunday August 31, 2025

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

Part -Time (4 – 24hr) Full – Time (24 – 40hr)

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

I prefer to teach: Camp swim lessons (morning) Noon Swim lessons Adult Swimming lessons (evening)

Junior Lifeguarding Camp June 30 – July 4 Aug 5- 8

Bronze Star Camp June 30 – July 4 Aug 5- 8

Bronze Medallion/EFA Camp July 7 - 11 July 21 – 25 July 28 – Aug 1 Aug 18 - 22 Aug 25 - 29

Bronze Cross/SFA Camp July 7 - 11 July 14 – 18 July 28 – Aug 1 Aug 11 - 15 Aug 25 - 29

National Lifeguard Camp June 21, 22, 26 – 29 July 21 - 25 Aug 18 – 23

(check multiple as applicable)

Once the 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)*

Please indicate the times you are **unavailable** (class and other commitments). **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 to the Program Coordinator.

SPRING WEEKLY SCHEDULE

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							

SUMMER WEEKLY SCHEDULE

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							