



EMPLOYMENT APPLICATION

Houston Swim Club, Inc.

9920 Hwy 90 A, Suite #220-B
 Phone (281) 313-7946 Fax (281) 313-7948
 Email: tammy@houstonswimclub.com

Office Use Only:

Reference Received

Background Check Received

Hire Date _____

Locker # _____

Three Character References and a Background Check are required to be considered for hire at HSC. You are required to supply at least three references attesting to your character and suitability for employment. References must be on file before final decisions can be made.

APPLICANT INFORMATION			
Last Name	First	M.I.	Social Security No.
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Cell Phone	E-mail Address	
Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/> If No , enter your age _____ and DOB ____ / ____ / _____			
Are you a citizen of the USA or have a legal right to work in the U.S? YES <input type="checkbox"/> NO <input type="checkbox"/> (Employment subject to I-9 Form)			
Have you ever been convicted of anything other than a traffic violation? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes. Please explain below:			
Have you ever worked at HSC? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, who was your supervisor and under what conditions did you leave?			
Position/Departments you are applying for? Instructor <input type="checkbox"/> Lifeguarding <input type="checkbox"/> Office <input type="checkbox"/> How did you hear about us? _____			
My Certifications: CPR <input type="checkbox"/> Lifeguarding <input type="checkbox"/> ASI <input type="checkbox"/> Are they current? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Pay Range expected	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Only	Date you are available to start work?	

AVAILABILITY							
When are you available to work?							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Available							
<input type="checkbox"/> I can be flexible with my schedule.				<input type="checkbox"/> I cannot be flexible with my schedule.			
At HSC, teaching physical education skills to children or generally supervising children in a physical environment, sometimes requires quick or unexpected movements including lifting or catching children weighing up to 150 lbs. or more. All Facility cleaning/maintenance positions require loading/unloading and maneuvering ladders and heavy boxes weighing as much as 100 lbs. or more. Please indicate below current or past conditions which might keep you from safely performing physical requirements of the position(s) for which you are applying.							
<input type="checkbox"/> Yes, I am able to perform the physical requirements of the position(s) for which I applied without jeopardizing my safety or the safety of HSC students, clients, guests, co-workers, or others.							
At HSC, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at HSC is AT WILL which means that either party, the employee or the Company, can terminate employment at any time, with or without notice and with or without reason.							

EDUCATIONAL DATA

Name and Location of School	Graduated?	Years Completed	Major/Course Study
High School	YES <input type="checkbox"/> NO <input type="checkbox"/>	1 2 3 4	
College/Other	YES <input type="checkbox"/> NO <input type="checkbox"/>	1 2 3 4	
Describe honors, apprenticeships, post graduate education, or specialized training.			

PREVIOUS EMPLOYMENT (STARTING WITH MOST RECENT)

Company Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending/Current Salary \$	
Responsibilities			
From	To	Reason for Leaving	
<input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company at this time and it is OK to contact my supervisor. <input type="checkbox"/> I am currently employed at this company, please DO NOT contact my supervisor.			
Company Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
<input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company at this time and it is OK to contact my supervisor. <input type="checkbox"/> I am currently employed at this company, please DO NOT contact my supervisor.			
Company Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
<input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company at this time and it is OK to contact my supervisor. <input type="checkbox"/> I am currently employed at this company, please DO NOT contact my supervisor.			
Other Accomplishments (School, job, awards, distinctions, certifications, volunteer work)			

UNDERSTANDING & AGREEMENT (PLEASE READ EACH STATEMENT CAREFULLY)

I certify that the statements given on this application or during an interview are true and complete, and I authorize investigation of same with exception of contacting my current employer if I have so requested in this document. I have read and agree to the above statement. Initial Here _____

I understand that if I am hired any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to the above statement. Initial Here _____

I authorize the references given on this application and during any interview to give to representatives of HSC any information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and I release all parties from any and all liability from any damage that may result. I have read and agree to the above statement. Initial Here _____

I understand that if I am hired my continued employment is contingent upon my successful performance during a new hire period of 90 days. I have read and agree to the above statement. Initial Here _____

I understand that if I am hired my ongoing employment will be AT WILL; meaning employment may be terminated by either party at any time with or without reason and with or without notice. I further understand that this AT WILL agreement cannot be changed in any way except through a written understanding signed by the Company President. I have read and agree to the above statement. Initial Here _____

Signature _____ Date _____

HSC is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of race, color, gender, marital status, religion, national origin, age, veteran status, disability or any other basis prohibited by local, state, or federal law. No question on this application is intended for or will be used for the purpose of limited or excusing any applicant's consideration for employment.

AUTHORIZATION FOR BACKGROUND CHECKS

HSC's number one concern is to provide a safe and happy environment for its students. Please know HSC performs background checks on all employees.

I understand and agree that the Company will administer background checks on me and my initial and continued employment is conditional upon the results of these checks.

Signature _____ Date _____

PLEASE TELL US, ABOUT YOURSELF...

Reliability, friendliness and a desire to serve are essential qualities for HSC employees. At the end of each day, our clients go home with only their memories of the way they were treated. Please tell us about you and your ability and desire to become part of the Houston Swim Club Family.



Applicant: - Please realize that references from family members and friends are not needed. If your family can't say nice things about you, then you are likely not fit for our environment!

9920 Hwy 90 A, Suite #220-B, Sugar Land, Tx 77478

The letter is in reference to _____, who recently applied for employment at the Houston Swim Club.

Houston Swim Club employees work with and around children, often in an unsupervised environment. To be considered for employment at HSC, all applicants are required to supply at least three written character references to help our Company accurately assess each applicant's suitability for employment. We would greatly appreciate it if you would please take the time to complete and return this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all reference letters are reviewed. Confidentiality is assured.

Thank you for your thoughtful assistance,

Tammy Schoen, Facility Director
Houston Swim Club
E-mail: tammy@houstonswimclub.com
Phone: (281) 313-7946
Fax: (281) 313-7948 – Call (281) 313-7946 before faxing to assure confidentiality

1. How long have you known the applicant? _____
2. What is your association/relationship with the applicant? _____
3. Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? **Yes No**
If yes, please explain:
4. To the best of your knowledge, has the applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home? **Yes No**
5. To the best of your knowledge, has the applicant ever been fired/dismissed/terminated/or been asked to resign from a position because of failure to carry out responsibilities? **Yes No**
6. Please summarize your opinion of this applicant's character, in particular their suitability to work with or around children. Confidentiality assured:

Signature: _____

Date: _____

Name (print): _____

Phone: _____

Address: _____

E-mail: _____



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Houston Swim Club
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Phone: (281) 313-7946
Fax: (281) 313-7948 – Call (281) 313-7946 before faxing to assure confidentiality

- 7. How long have you known the applicant? _____
- 8. What is your association/relationship with the applicant? _____
- 9. Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? **Yes** **No**
If yes, please explain:

- 10. To the best of your knowledge, has the applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home? **Yes** **No**
- 11. To the best of your knowledge, has the applicant ever been fired/dismissed/terminated/or been asked to resign from a position because of failure to carry out responsibilities? **Yes** **No**
- 12. Please summarize your opinion of this applicant's character, in particular their suitability to work with or around children. Confidentiality assured:

Signature: _____ Date: _____
 Name (print): _____ Phone: _____
 Address: _____ E-mail: _____



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13. How long have you known the applicant? _____

14. What is your association/relationship with the applicant? _____

15. Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? **Yes No**

If yes, please explain:

16. To the best of your knowledge, has the applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home? **Yes No**

17. To the best of your knowledge, has the applicant ever been fired/dismissed/terminated/or been asked to resign from a position because of failure to carry out responsibilities? **Yes No**

18. Please summarize your opinion of this applicant's character, in particular their suitability to work with or around children. Confidentiality assured:

Signature: _____

Date: _____

Name (print): _____

Phone: _____

Address: _____

E-mail: _____