

# SPTC EMPLOYMENT APPLICATION

Welcome to the Saint Paul Tennis Club Application Opportunity! Those applying for a staff position at SPTC need to have a current lifeguarding certification to be considered for employment.

**Job description:** Lifeguard, maintaining the courts, cleaning the grounds and facilities, front desk greeting and check-in (customer service), all additional jobs associated with the club.

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Residence (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Date of completed lifeguarding certification: \_\_\_\_\_

Please include a copy of your certification in an email to: [swimming@saintpaultennisclub.com](mailto:swimming@saintpaultennisclub.com)

Date available for work: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to provide the acceptable Form I-9 document(s) for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you do the listed job duties with or without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

(Include high school and/or institution issuing GED and any additional education/courses taken. List most recent education first.)

**Name of School:** \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

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Degree/Diploma Received: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

**MILITARY TRAINING** (List dates and training received): \_\_\_\_\_

## **EMPLOYMENT, VOLUNTEER AND MILITARY EXPERIENCE**

Please list all work, volunteer and military experiences (include self-employment, if any) starting with most recent or current experience.

**1. MOST RECENT OR CURRENT EMPLOYER:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact? \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Starting wage: \_\_\_\_\_ Ending wage: \_\_\_\_\_  
month/day/year month/day/year

Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of work and skills used (include tools, equipment and computer skills): \_\_\_\_\_

\_\_\_\_\_

Accomplishments: \_\_\_\_\_

**2. EMPLOYER:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact? \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Starting wage: \_\_\_\_\_ Ending wage: \_\_\_\_\_  
month/day/year month/day/year

Job title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of work and skills used (include tools, equipment and computer skills): \_\_\_\_\_

\_\_\_\_\_

Accomplishments: \_\_\_\_\_

## **ADDITIONAL INFORMATION**

Please list any other skills, abilities, worker traits, computer knowledge, licenses/certifications or anything else not listed above that would be a reason for us to hire you.

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List/describe any other training and/or experience relevant to the position for which you are applying.

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SPTC pool runs Memorial Day (late May) to Labor Day (Early September) 6am-9pm every day. List any major commitments or scheduled summer plans that would conflict. Examples: Camps, programs or vacations that run longer than 1 week and other activities with recurring schedules.

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You or your family's SPTC Membership Status:

- Member
- Non-member
- Waitlist
- Previous Member

## **REFERENCES**

List at least one persons (not related to you) who can be contacted regarding your qualifications, work habits and character.

1. \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone	Email	Occupation	Years Known
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2. \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone	Email	Occupation	Years Known
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I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

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Signature

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Date