



A NON-PROFIT ORGANIZATION Serving Recreational Interests of the A-K Valley

PART TIME EMPLOYMENT APPLICATION

Name (Last, First, MI) Date

Street Address City State Zip Code

Cell ___ Home _____ Phone Number
(Best Number to be Reached At) Age Date of Birth School or College Attending Fall Return to School Date

Cell ___ Home _____ Part Time ___ Full Time Alternate
Phone Number Present Employer

___ Yes ___ No _____ S ___ M ___ L ___ XL ___ 2XL Previously Employed
by LAP If so, what position T-Shirt Size

- Please check **all** of the following positions for which you would like to apply. Indicate your first choice by placing a (1) after it and a (2) after your second choice.
___ ___ Cook/Kitchen Window (Must be 16 and available 11:00 AM to 11:00 PM)
___ ___ Assistant Manager (Must be 21 and available 8:00 AM to 11:30 PM)
___ ___ Lifeguard/Swim Instructor (Must be 15 and have certification before May 15, 2024 and be available (8:00 AM to 11:30 PM)

- List all qualifications you possess for the position(s) indicated and list your work experience:

- Are you available to work the entire summer (05/20 – 09/05) ___ YES ___ NO · How many days a week are you interested in working? _____ (Example: 1-5) · Please list other commitments that you have such as school obligations, sports, clubs, and vacations on the attached calendar. If hired your bonus will be partially dependent on not missing days that you are scheduled to work. Days listed on this calendar will not count against the bonus.

If hired, you will be expected to work all hours as scheduled. You will also be expected to work two of the three summer holidays/holiday weekends and adhere to the employee expectations (see reverse).

The completed application is to be returned along with **COPIES OF YOUR CERTIFICATIONS** (lifeguard/swim instructor) to the address at the top of the application or emailed to leechburgareapool@gmail.com by **MARCH 30th**. Interviews will then be scheduled for applicants being considered for employment for the summer season in beginning in late February.



LAP Employee Expectations

- Employees must work & arrive promptly for all scheduled shifts.
- Must be available holidays & weekends. You must work 2 out of the 3 summer holidays
- No more than 3 (days) requests a month for time off will be considered (except 1 family vacation of 7 days which you noted on the attached calendar)
- Band, cheer, football, or other sports/camps must be noted on the attached calendar
- Requests will be considered on a first come basis with a limit of 3 people per position being granted time off. (pre-scheduled family vacations will take precedence)
- No more than 2 call offs/absences a month. In order to call off, an employee must CALL, not text the manager a minimum of 2 hours before scheduled shift. Doctor's excuses will be required for call offs that exceed this number. If calling off because of Covid-19, a negative test result will be needed to return.
- Shifts may only be swapped with another employee no more than 3 times a month. Changes are at the manager's discretion and must be approved.
- Employees will be on call 1-2 times a week. If you are on call, you MUST be available to work 10 AM to 11 PM. If you do not report to work when called in, it is considered an unexcused absence.
- Employees are responsible for following and adhering to their job responsibilities and duties.
- We will do our best to work around your school activity, sport, and family schedules. However, you may be scheduled to work on a day you requested off because of various reasons. You are expected to report to work, or it will be considered an absence.
- Employees may earn a bonus based on job performance and attendance at The Pool Board's discretion.

I have read and understand the Employee Expectations as outlined above.

Signature Date

LEECHBURG AREA POOL, INC.
P.O. BOX 624
LEECHBURG, PA 15656



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Availability Calendar

Please indicate the dates when you are unavailable and include why you will not be available for those days: Family Vacation, Band Camp, Football, Volleyball, etc.

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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