

**LIFEGUARD I (POOL)
SUPPLEMENTAL INFORMATION SHEET**

Name _____

Instructions: This form is to be completed as part of your application. The information you will provide will be used to determine whether you meet the minimum qualification requirements, and will be used to determine your score for the training and experience evaluation. In order to ensure that you receive the maximum credit to which you are entitled, it is essential that you complete this form as accurately and completely as possible. Incomplete information on this supplement may result in the non-acceptance of your application or a lower examination score. Your score will determine your rank on the eligible list.

Describe your experience accurately and in as much detail as possible. NOTE: In your write-up, avoid using vague and ambiguous terms such as "was responsible for," "researched," "handled," "processed," etc. Instead, use specific language which shows clearly the exact nature of the tasks you performed, and the extent of your involvement.

A RESUME IN LIEU OF THIS SUPPLEMENTAL INFORMATION SHEET WILL NOT BE ACCEPTED.

Please circle the choice which applies to your education and certificates.

1. Do you have a high school diploma or G.E.D.?

- a. yes
- b. no

2. Do you have the following certificates? (Attach a copy of each certificate.)

- A current American Red Cross Lifeguard Training with First Aid Certificate or equivalent

- a. yes
- b. no

- A current American Heart Association BLS for Healthcare Providers Certificate or an American Red Cross Cardio-Pulmonary Resuscitation (CPR/PR) for the Professional Rescuer Certificate

- a. yes
- b. no

The examination will consist of a training and experience evaluation based on the applicant's lifeguarding experience as presented in the application. Please list all of your lifeguarding experience on the attached sheet as this will determine your score for the Lifeguard I (Pool) recruitment. If you have no lifeguarding experience but meet the minimum qualification requirements, you will be placed on the list with a score of 70.

(continued)

Lifeguard I (Pool)
Supplemental Information Sheet

Name: _____

COMPLETE A SEPARATE FORM FOR EACH EMPLOYER WHERE YOU GAINED LIFEGUARDING EXPERIENCE. If you have been employed in more than one related position with the same employer, or if your duties changed significantly within a position, complete a separate form for each position. DUPLICATE THIS FORM OR USE ADDITIONAL SHEETS AS NECESSARY.

A RESUME IN LIEU OF EMPLOYMENT INFORMATION AS REQUESTED BELOW WILL NOT BE ACCEPTED.

I gained lifeguarding experience with the following employer.

Employer _____
Dates of employment – From _____(mo./yr.) To _____(mo./yr.)
Reason for leaving _____
Number of hours worked per week (use your best estimate) _____
Your job title _____
Job title of your supervisor _____

For the above position, indicate the percentage of time you spent in each activity.

	<u>% of Time</u>
1. Lifeguarding Describe duties: _____ _____ _____ _____ _____	_____%
2. Other duties Describe: _____ _____ _____ _____	_____%
TOTAL	100 %

Note: If you are including work experience gained through temporary assignment, please attach written verification from your employer of the total number of hours performed in this task.

I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts may be cause for non-selection or disqualification, and, if selected, may be cause for termination.

I further request and authorize the employer, his agent, and/or contact person named herein, to furnish verification of the statements made herein and/or employment information as may be requested by the Department of Civil Service.

Date _____

Signature _____