

Employee Information & Acceptance Form

Please fill in information:

Last Name: _____

First Name: _____

Address: _____

Home Phone: _____

Cell Phone (optional): _____

Email: _____

Origin (circle): White/Caucasian, Hispanic/Latino, Black/African American, Native American/American Indian, Asian /Pacific Islander, Other _____

List 2 persons to contact in case of emergency:

Emergency Contact #1 _____

Name: _____

Phone: _____

Emergency Contact #2 _____

Name: _____

Phone: _____

I, _____, am accepting the position of _____ at the Pleasant Valley Pool. I have read and understand my pay rate information included in my employment letter. I certify that the information listed above is correct. I have read and understand my position's job description and I agree to the following conditions of employment:

Employees must be available to work a minimum of 24 hours per week including (1) Weekend Day. Employees are also expected to be available on holidays – Memorial Day, July 4th, and Labor Day. Employees may request, in advance, time off up to 14 days non-consecutively. Additional requests for time off will be the responsibility of the employee to find a substitute.

1. Understanding that my employment is conditional upon the following:
 - a. returning all completed employment paperwork – *all employees*
 - b. returning copies of all current/valid CPR and Lifeguarding Certifications (both sides) – Managers, Lifeguard Supervisors, Lifeguards
 - c. passing required sex offender/criminal background check – *employees 18 years and older*
2. Attend mandatory staff orientation Blood Borne Pathogen/Right to Know training on **Friday, May 10, 2024** at Town Hall **NO EXCEPTIONS**:
 - a. All Employees report: **3:30PM – 5:00PM**
3. Attend workday(s) at PV Pool (*must attend one, you may attend both*)
 - a. **Saturday, May 11, 2024 from 9:00AM – 2:00PM**
 - b. **Saturday, May 18, 2024 from 9:00AM – 2:00PM**
4. Attend mandatory position specific training and facility orientation **NO EXCEPTIONS**:
 - a. All Employees: **Friday, May 24, 2024 from 10:00AM – 12:00PM**, at PV Pool
5. Commit to arrive at the pool on time every day to work—15 minutes before start of shift
6. Attend staff meetings at the pool (as needed and determined) – *All Employees*
7. Realize this is a seasonal summer position from 5/25/24 – 9/02/24 and not eligible for benefits

Signature: _____ **Date:** _____