

ATTENTION FORMER 2008 SEASONAL EMPLOYEE

The following are instructions that will assist you in filling out the required seasonal paperwork in this packet. You are able to electronically type in your information on the forms in this packet prior to printing the forms out. Please ensure that your handwritten signature is completed in all areas required. You should only return the pages indicated below

ALL FORMS MUST BE FULLY COMPLETED BEFORE RETURNING.

- ❑ **CHICAGO PARK DISTRICT EMPLOYMENT APPLICATION**
Complete in full page all pages.
- ❑ **EMERGENCY NOTIFICATION AUTHORIZATION**
Complete in full, sign and date.
- ❑ **CONDITIONAL OFFER OF EMPLOYMENT**
Sign and date.
- ❑ **WORKPLACE VIOLENCE**
Complete and return only the Employee Acknowledgement page of the Sexual Harassment Policy.
- ❑ **SEXUAL HARASSMENT**
Complete and return only the Employee Acknowledgement page of the Workplace Violence Policy.
- ❑ **DUAL EMPLOYMENT**
Complete in full, sign and date.
- ❑ **PARENTAL CONSENT FORM**
Only applicants under 18 years of age must have parent or guardian complete to authorize a drug screen and fingerprints.
- ❑ **PERSONAL AFFIDAVIT**
Complete in full, sign and date.
- ❑ **ABUSED AND NEGLECTED CHILD REPORTING PROCEDURES**
Fill in name, job title, sign and date. Keep the policy page and only return the page you completed.
- ❑ **MOTOR VEHICLE OPERATION RULES**
Sign and date.
- ❑ **ELECTRONIC COMMUNICATION POLICY**
Initial bottom of each page, sign and date last page. Return all pages.

□ **PAYROLL OPTIONS**

Return only the form of the option you are electing to enroll in to receive your pay.

Chose one of the following options:

➤ **PAYROLL DEBIT CARD ELECTION**

Option A

➤ **DIRECT DEPOSIT**

Option B

□ **I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)**

Complete Section 1 only. Please **include a clear photocopy of the documents** requested in Section 2 that you will use to complete this form. The following page will let you know what documents will be accepted. **Your packet will not be considered completed in full and WILL NOT BE CONSIDERED FOR EMPLOYMENT if you do not include the photocopy of the required documents.**

□ **EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (FEDERAL W-4)**

- Complete name, address, city, state, zip.
- Check your marital status in Section 3.
- Write in your total allowances you are claiming on line 5.
- Sign and date.

□ **ILLINOIS WITHHOLDING ALLOWANCE CERTIFICATE (W-4)**

- Complete name, address, city, state, zip.
- Write in your total allowances you are claiming on line 1.
- Sign and date.

ALL FORMS MUST BE COMPLETED CORRECTLY, IN FULL AND MUST BE RECEIVED AT THE CHICAGO PARK DISTRICT HEADQUARTERS NO LATER THAN JANUARY 21, 2008

RETURN TO:
**CHICAGO PARK DISTRICT
ATTN: HUMAN RESOURCES DEPARTMENT
541 N. FAIRBANKS, CHICAGO, IL 60611**



come out
and play

chicago park district

Beaches and Pools Unit Former Lifeguard Candidates Information Sheet



Swim Test Dates:

March 7, 2009
Place: Whitney Young HS
210 S Loomis
Time: 8:00A.M.

Application Form Deadlines:

February 20, 2009

March 21, 2009
April 25, 2009
May 2, 2009
Place: Curie HS
4949 S. Archer
Time: 9:00 A.M.

March 6, 2009
April 10, 2009
April 17, 2009

Applicants will report for the testing and employment processing date of their choice.

Lifeguard Qualifications

TO BE EMPLOYED AS A CHICAGO PARK DISTRICT LIFEGUARD YOU MUST:

- ✓ Be a Resident of the City of Chicago. Proof of residency MUST be presented at swim test.
- ✓ Be 16 years of age by July 1, 2009.
- ✓ Have an American Red Cross Lifeguarding, or equivalent, valid through 2009 to include the following components:
 - American Red Cross CPR for Professional Rescuer, or equivalent, valid through 2009
 - American Red Cross First Aid, or equivalent, valid through 2009
 - American Red Cross AED, or equivalent, valid through 2009
 - American Red Cross Oxygen Administration, or equivalent, valid through 2009
 - American Red Cross Bloodborne Pathogens Training or equivalent, valid through 2009
- ✓ Have a Chicago Park District Lifeguarding Card, valid in 2009.

SEE PAGE 3 FOR CLASS LOCATIONS AND DATES

To be eligible to enter the Chicago Park District Lifeguard Training Academy and to be hired, LIFEGUARD APPLICANTS MUST PASS THE SWIM TEST, which has the following requirements:

- 200-yard swim against time. No backstroke allowed. Slowest passing time = 3 min. 30 sec.
- 25-yard underwater swim.
- Retrieve an object from the bottom of the pool in 14 feet of water from a surface dive.
- Break the Front and Rear Strangle Hold in Lifesaving.
- Cross Chest Carry a subject for 25 yards.

*All candidates will be required to take a vision test.
All candidates must have satisfactory hearing and speaking skills.*

No one is guaranteed employment simply because he or she has passed the above lifeguard swim test.
In order to be admitted to the swim test you will need the following:

Identification with a photograph such as:

- ✓ An Illinois Driver's License **OR**
- ✓ An Illinois State I.D. Card

AND one of the following:

- ✓ A Social Security Card, U.S. Passport, **OR** U.S. Birth Certificate

