

REC/IM **WINTER 2020**

LIFEGUARD

Returning Employee Application

(Please submit application to Jeff)

Employment and placement will be based on returning employee work study and availability. Early AM, weekend and Building Service shifts are essential to our operation. We are looking for flexible staff!

Name (First, Middle, Last)				Email (please use your emich email address):	
				@emich.edu	
Local Address				Contact Number	
<div>Street</div> <div>City</div> <div>State</div> <div>Zip</div>				<i>If rehired, this information should match your When to Work profile.</i>	
Home Address				Phone Number	
<div>Street</div> <div>City</div> <div>State</div> <div>Zip</div>					
Contact in case of emergency		Name of person		Relation to you	
				Phone Number	
STUDENT STATUS			CERTIFICATIONS (CPR, First Aid, Lifeguard, etc.)		
Student Number			Please attach copy of certification		
Number of credits hrs. registered WI'20			Certification: Exp. Date		
Class Standing (circle) Fr., Soph., Jr., Sr., Grad.			Anticipated Graduation Date		
Are you presently employed by another EMU Department or will be WI'20? YES or NO			By initialing the following statements acknowledges that you have read and understand: Discipline policy _____ Student Employee Handbook _____ Assigned job description _____ REC/IM Emergency Procedure Manual _____ Signed Confidentiality Statement and Michelle has on file _____ As a REC/IM employee, will check my emich account daily _____		
Do you have work-study approval? If so, please add amount per semester YES or NO \$			Will you be commuting to work more than a 15 minute drive? YES or NO		
			Preferred form of communication: (rank in order of most (1) to least (3) preferred 1,2,3) _____ Email _____ Phone _____ Text		

LIFEGUARD

Lifeguards require prior certification

Please return all Lifeguard applications to Jeff Norris

Name: _____ Hours per week desired _____ (29 max)

Accurately cross out the times when you CANNOT work on the schedule below. Please allow time to get to and from class. For example, if you have a class that ends at 11:00, don't say you can start at 11:00. Instead, cross out time blocks up to 11:30. If you have class that begins at 12:00, don't say you can work up to 12:00, and want to leave at 11:50. If you're hoping to get many hours, leave a good amount of availability.

**ACCURATELY CROSS OUT THE TIMES
WHEN YOU CANNOT WORK!**

NOTE: Your availability should match your "WHEN TO WORK" availability.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30-7							
7-7:30							
7:30-8							
8-8:30							
8:30-9							
9-9:30							
9:30-10							
10-10:30							
10:30-11							
11-11:30							
11:30-12							
12-12:30							
12:30-1							
1-1:30							
1:30-2							
2-2:30							
2:30-3							
3-3:30							
3:30-4							
4-4:30							
4:30-5							
5-5:30							
5:30-6							
6-6:30							
6:30-7							
7-7:30							
7:30-8							
8-8:30							
8:30-9							
9-9:30							
9:30-10							
10-10:30							
10:30-11							
11-11:30							
11:30-12							

Once the REC/IM has received your application and employment is verified and accepted, you will receive a request from "WHEN TO WORK". Please be sure to complete this request or you will not be scheduled. Thank you, Michelle

BY SIGNING THIS FORM, YOU WAIVE YOUR RIGHT TO PRIVACY AND ALLOW THE REC/IM PROFESSIONAL STAFF TO VERIFY THAT YOU ARE IN GOOD ACADEMIC AND DISCIPLINARY STANDING. YOU ALSO ATTEST THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS GIVEN TO THE BEST OF YOUR KNOWLEDGE. YOU ALSO UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION, FOR ANY REASON, WILL RESULT IN IMMEDIATE DISMISSAL FROM THE RECREATION INTRAMURAL DEPARTMENT.

Signature

Date