



VILLAGE OF  
**LINCOLNSHIRE**

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**EMPLOYMENT APPLICATION (Non-Police)**

PERSONAL	
Name:	
Address:	
Email:	Phone:
Are you legally eligible for employment in the USA? (If yes, verification will be required)	Are you of the legal age to work?
Position(s) applied for:	
Where you previously employed by us?	If yes, when?
How did you learn about this position?	
Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage)	

EDUCATION					
School	Name and Address of School	Course of Study	Last Year Completed	Did you Graduate	Degree
Elementary					
High					
College					
Other (Specify)					

**PRESENT/PAST EMPLOYMENT (Begin with most recent)**

1. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
2. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
3. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
4. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed: \_\_\_\_\_

**PERSONAL REFERENCES (not former employers or relatives)**

Name and Occupation	Address	Phone Number

Please note that later in the application process, you may be asked whether you have been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court. In this regard, please note that the applicant is not obligated to disclose expunged juvenile records of adjudication, conviction or arrest, nor is the applicant obligated to disclose whether he/she has had a juvenile record expunged.

You have been given a job description listing essential job functions of the position(s) for which you have applied. Please review the job description and answer the following questions:

Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied? \_\_\_\_\_

If no, list the function(s) you are unable to perform. \_\_\_\_\_

\_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason, or no reason. No one other than the Village Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Village Manager.

Signature of Applicant \_\_\_\_\_



# VILLAGE OF LINCOLNSHIRE

## VILLAGE OF LINCOLNSHIRE Job Description

**Title:** Seasonal Lifeguard  
**Department:** Public Works  
**Date:** February, 2020  
**Classification:** Non-Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

### **GENERAL DESCRIPTION**

Provides supervision to all beach patrons at Spring Lake Beach. Spring Lake Beach is a small lake, approximately one acre in size. The lake is used half for swimming and half for fishing. The lake is approximately 14 feet deep and has a gradually sloping sand bottom. There is a slide and raft in the deep end of the lake with a rope delineating shallow areas from deep areas.

Lifeguards oversee the general conditions and as necessary, provides general cleaning of the beach and Spring Lake Pavilion for use by beach patrons, park users and staff.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Lifeguard Supervisor and Head Lifeguard.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES**

- Oversees the beach facility and Spring Lake pavilion to make sure it's properly prepared and cleaned each day to meet Lake County Department of Health Standards and the needs of beach patrons.
- Guards all swimmers in the lake and aids swimmers in need of assistance, while following accepted lifesaving practices of the American Red Cross.
- Maintains order among beach users, tests any swimmers with questionable swim skills.
- Sets out all lifeguard equipment in the morning, and secures and locks equipment at closing.
- Collects daily user fees, checks beach tags, enforces beach rules and keeps a daily log of all cash transactions.
- Cleans and rakes beach and cleans the Spring Lake Park Pavilion interior and grounds in the morning and as necessary.
- Maintains personal time records.

## **Seasonal Lifeguard**

### **Job Description**

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- Prepares the cash and paperwork required to process daily beach users fees and season tag holders. Balances income with beach user numbers. Submits daily fees to the Finance Department. Makes sure there is sufficient cash and wristbands in the cash drawer.
- Maintains first aid and safety equipment to ensure proper use and condition.
- Makes sure that lifeguard equipment is operational, maintained, in good working order and properly located and in place when the beach is open and properly secured at the end of the day.
- Is familiar with the Village Code relative to the regulations pertaining to Spring Lake Beach, staff and the park facility.
- Performs other duties as required or assigned.

### **CONTACT OUTSIDE OF DEPARTMENT**

General public and Spring Lake Park and Beach patrons.

### **TOOLS AND EQUIPMENT USED**

First aid kit, back board, fisherman's crook, life preserver, lifeguard tube, bull horn, whistle, rake, broom, AED, radio, cash register and other life-saving equipment.

### **PHYSICAL DEMANDS**

Lifting, pushing, pulling or carrying of objects, including individuals from children to adults, up to and exceeding 100 lbs. and under 20 lbs. Frequently raking, swimming, standing, sitting, bending, twisting, kneeling, squatting, crawling, reaching, climbing, and grasping. Must be able to work in a variety of environmental conditions.

### **WORKING ENVIRONMENT**

Outside for up to 40 minutes in high temperatures reaching 110 degrees.

### **MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED**

#### **EDUCATION**

Must have the ability to obtain the following certifications: American Red Cross Lifeguarding, R.94; Current certification, American Red Cross CPR for the professional rescuer.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Requires good public relations skills and ability to maintain records. Must have ability to read and write reports in English. Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone. Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.

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Revised: January 2020.

MSF