



SCHOOL DISTRICT OF UPPER DUBLIN COMMUNITY AQUATIC PROGRAMS

Programs are conducted at the Upper Dublin High School Pool
located at 800 Loch Alsh Ave., Fort Washington, PA 19034

How to Apply for Part-time & Seasonal Employment COMMUNITY AQUATICS PROGRAM STAFF

Fall – Winter – Spring – Summer Positions (rev. 8/10)

A. PLEASE READ

The School District of Upper Dublin (District) seeks to employ qualified candidates in all part-time and seasonal leadership, supervisory and instructional positions within the Community Aquatics Program. Openings are filled consistent with the needs of the program. If a position is offered to an applicant, all regular District employment practices, procedures and document filing will be required and must be satisfied. The District reserves the right to deny employment, job assignment *or continued employment* to any person based on valid concerns as to the person's maturity, qualification, certification, availability to work, or his/her ability or willingness to properly perform the duties of the position or assignment sought or held.

Any false or misleading statement made during the application process or during employment will prevent an individual from being hired or retaining employment.

B. STAFFING NEEDS – SUMMER & SCHOOL YEAR (Guards start at \$8.25/hr. Aides start at \$7.25/hr.)

Community Aquatics Staff positions are part-time and/or seasonal positions. No health, retirement or paid time-off benefits are offered.

During the school year, late afternoon and evening and Saturday morning hours are scheduled on a regular basis. Other hours are scheduled as needed. There is no guarantee of scheduled hours or days of work.

During the summer, weekday daytime and evening hours are offered. There is no guarantee of scheduled hours or days of work.

1. SCHOOL YEAR (Mondays through Saturdays; occasional Sundays & school breaks)

12-15 lifeguard positions available each season that will staff regular late afternoon, evening and Saturday morning shifts. Occasional Saturday afternoon, Sunday and school break hours are available.

2. SUMMER (Mondays through Fridays, late June through the first week in August)

12-15 lifeguard positions are available that will staff regular morning, afternoon and evening shifts.

A SEPARATE FORM IS USED FOR SUMMER EMPLOYMENT – it will be posted on the district website in Jan.

C. GETTING STARTED WITH AN EMPLOYMENT INTEREST FORM

Obtain, complete, sign and return an **Employment Interest Form, UDSD Community Aquatics Program – UDHS Pool – Lifeguard or Instructor.** This form is available from a supervisor at the pool or online at www.udsd.org > Community > Aquatic Programs. Submit the completed Employment Interest Form to:

Mrs. Susan Lohoefer
Facility & Community Affairs Office
School District of Upper Dublin
1580 Fort Washington Ave.
Maple Glen, PA 19002

PLEASE DO NOT CALL TO CHECK ON YOUR EMPLOYMENT STATUS.
Submit questions or inquiries by email to slohoefer@upperdublin.net

You will be notified by email when the Employment Interest Form is received in the Facility & Community Affairs Office. Forms will be held on file for the current school year; applicants will be considered when Community Aquatics Program Staff openings occur. If you have not heard within one week of submitting the form, please email Mrs. Lohoefer.

***** AVOID WASTED TIME AND UNNECESSARY EXPENSE! *** DO NOT OBTAIN, COMPLETE OR RETURN A REGULAR SCHOOL DISTRICT EMPLOYMENT PACKAGE* UNTIL YOU HAVE BEEN OFFERED A POSITION**

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D. SELECTION & EMPLOYMENT PROCESS

1. When an opening occurs, Employment Interest Forms will be reviewed. Current staff, Upper Dublin students, Upper Dublin residents, those with the required certifications and those with prior work experience with the School District will be given priority consideration.
2. Interviews
 - a. New applicants (not current or returning employees) will be interviewed by a Head Supervisor.
*** Maturity, references, availability and flexibility in work schedule are heavily considered. ***
 - b. Re-interviews may be required of current or returning employees to discuss performance and availability.
*** Maturity, past performance, availability and flexibility in work schedule are heavily considered. ***
3. **If selected for employment**, individuals will be responsible to secure, complete and submit a full package of paperwork, "School District of Upper Dublin Employment Application for Support Staff." This package includes paperwork required by the School District's Human Resources Department such as a ***formal school district application, payroll forms, health record, and background check forms.***

*** **Packages must be obtained IN PERSON from the Receptionist or HR Department:**

UDSD Administrative Center (*Farmhouse Complex across from Maple Glen Elem. School*)
1580 Fort Washington Ave. *see the Receptionist (Mrs. Hertz) or someone in the HR Office*
Maple Glen, PA 19002

Office hours are 8:00am-4pm, Monday to Friday (closed holidays) (215) 643-8800

*** **Completed Applications must returned IN PERSON with all required documents to the Human Resources Office – see Mrs. Perbix in the HR Office (located next to the Receptionist's Desk)**

4. General Notes about Background Clearances & Working Papers:

a. Background Clearances:

- not required for those age 18 & under who are still in high school
- required for those age 18+ and out of high school
- Federal Criminal History Record (fingerprints) is required only of those age 21 & older
- anyone age 18 & older who has been on the district payroll during the past year and has clearances on file is not required to obtain and submit new clearances (*policy subject to change*)

b. Working Papers – ages 17 & under – MUST be on file BEFORE your 1st day of work



- Required for those age 17 & under – obtain age-appropriate forms at the Upper Dublin High School Guidance Office (any Upper Dublin resident regardless of school attended) (those outside of UD may obtain appropriate forms at their local public high school). A physician's signature is required.

5. DISTRICT-REQUIRED FORMS for Employment & Payroll (first time employees)

The following **MUST** be completed and filed as a full package **IN PERSON** at the UDSD HR Office:

a. ALL NEW EMPLOYEES

- i. Employment Application for Support Staff
- ii. Form W-4
- iii. Form I-9 (requires you to show ORIGINAL items such as passport, driver's license, Soc. Sec. Card, School Photo ID)
- iv. Residency Verification
- v. Direct Deposit Authorization (optional; void check required for checking account deposits)
- vi. Work-Related Injury Acknowledgement Form
- vii. School Personnel Health Record (signed by your physician)

**ALLOW AMPLE TIME TO OBTAIN
BACKGROUND CHECKS !!**

b. EMPLOYEE AGE 18+ & OUT OF HIGH SCHOOL - Items required of "All New Employees" plus:

- i. ORIGINAL BACKGROUND REPORT - PA State Police Criminal Record Check (allow 4 weeks)
- ii. ORIGINAL CLEARANCE REPORT – PA DPW PA Child Abuse History Clearance (allow 4 weeks)
- iii. (Age 21+) ORIGINAL RECORD – Federal Criminal History Record (fingerprints; allow up to 8 weeks)

c. EMPLOYEE AGE 17 & Under – Items required of "All New Employees" plus:



- i. **Working Papers** – Sections to be completed by the employer may be completed by a pool supervisor or Mrs. Lohoefer. An appointment is required to meet with Mrs. Lohoefer (215) 643-8800 x8994

* District requirements subject to change. All new, current or returning employees will be asked to comply with requests and/or requirements for new, additional or updated forms or documentation.