

Notes to Applicants

APPLICANTS MUST FOLLOW THESE INSTRUCTIONS:

1. After submitting an online application, applicants must report to the City of Austin Aquatic Office within 2 business days for an interview. If you cannot make it within 2 days, please let us know. Office hours are 8:00am – 5:00pm Monday – Friday and no appointment is necessary. We are located at 2818 San Gabriel St. Austin, TX 78705.
2. Applicants must bring a valid form of identification AND their social security card to their interview. These documents will be used to verify employment eligibility. To review a complete list of acceptable forms of identification please visit: <http://www.uscis.gov/files/form/i-9.pdf>.
3. After an interview is conducted, applicants will complete preliminary paperwork. If given a contingent job offer, the offer will be contingent on taking and passing lifeguard training, passing a skills assessment, and passing a criminal background investigation.
4. 15 and 16 year old applicants are required to have a parent present during the interview and for applicant paperwork. 17 year old applicants will require parent signatures on applicant paperwork.

TRAINING WILL BE OFFERED BY PARKS AND RECREATION AT VARIOUS TIMES THROUGHOUT THE YEAR. YOU MUST PASS THE COURSE AND A SKILLS ASSESSMENT TO BE CONSIDERED FOR THE POSITION.

5. Returning lifeguards may be eligible to take a recertification course in lieu of the full course required for new lifeguards. The course you will be required to attend will be determined at the time of the interview.
6. Lifeguards must have reliable transportation to get to and from work.

IF HIRED BY THE CITY OF AUSTIN PARKS AND RECREATION AQUATICS DIVISION AS A SEASONAL EMPLOYEE, I UNDERSTAND THAT I MUST ADHERE TO AND WILL BE REQUIRED TO PARTICIPATE IN THE FOLLOWING:

- Attend mandatory orientation
- Attend all area specific mandatory paid in-service meetings
- Be at work on time for every shift
- Report to work and remain free from being under the influence of drugs and or alcohol
- Wear staff uniform only while on duty
- Work weekdays, weekends, and holidays
- Be willing to substitute for others
- Perform general cleaning and maintenance duties while at work
- Assist or teach swim lessons as necessary