



New Britain  
**PARKS,  
RECREATION**  
and Community Services Department

# LOVE WHAT YOU DO IN '22!

## NOW HIRING AQUATICS STAFF!



### Why work in Aquatics?

- To have a flexible schedule
- To earn competitive pay
- To build your resume
- To meet new friends
- To work outdoors
- To work with a great team

See back for  
more info  
on how to  
apply!

## JOIN OUR TEAM, APPLY TODAY!

[www.nbparksnrec.org](http://www.nbparksnrec.org)  
(860) 826-3360

**Pools Open: Saturday, June 18- Saturday, August 13**  
**Application process is open from February to April.**

## Aquatics Positions

### Assistant Aquatics Director (AAD)

Assists the Aquatics Director (AD) in scheduling, coordinating, and maintaining daily aquatic operations throughout the entire duration of the summer. This includes the supervision of staff at all aquatics facilities and ensuring the safety of all patrons. Must have current American Red Cross Lifeguard Certification.

### Pool Manager & Senior Guard

Pool Managers & Senior Guards supervise all daily activities and pool operations at their designated aquatics facility, including, but not limited to, the supervision of staff, swim lessons, and overseeing the maintenance of the facility. Pool Managers & Senior Guards also ensure all patrons safety and may fill in as lifeguards when needed. Must have current American Red Cross Lifeguard Certification.

### Lifeguard

The primary role of a lifeguard is to ensure the safety of all patrons. Lifeguards are expected to assist the Pool Managers and Senior Guards with maintaining the aquatics facilities. Must have current American Red Cross Lifeguard Certification.

### Pool Attendants

Pool attendants are expected to assist the Pool Managers and Senior Guards with maintaining the aquatics facilities. Additional duties include, but are not limited to, welcoming patrons, handling transactions, tracking attendance, and assisting the aquatics supervisory staff with enforcing the rules at the aquatics facilities.

## EASY APPLICATION PROCESS!

### How to apply:

**Step 1-** Complete application and supplemental questions in blue or black ink

**Step 2-** Submit completed application, supplemental questions, and one letter of recommendation to the recreation office.\* (Current employees do not need to include a letter of recommendation)

**Step 3-** Receive a receipt of acknowledgement

**Step 4-** Wait for an email or call from the recreation office (be sure to provide a valid phone number, and/or non-school issued email address), successful applicants will be contacted.

**Please Note:** Only completed applications will be reviewed. Successful applicants will be contacted to schedule an interview.

\*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am-3:45pm

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(860) 826-3360

City of New Britain  
Affirmative Action/Equal Employment Opportunity/Equal Access Employer  
**APPLICATION FOR EMPLOYMENT**  
27 West Main Street, New Britain, CT 06051  
(860) 826-3404  
www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For		<div style="display: flex; justify-content: space-between;"> <div>_____ Q _____ V</div> <div>_____ NQ _____ DV</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Edu _____ Exp. _____</div> <div>Rev. by: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Other _____</div> <div>Score _____ Rank _____</div> </div>	
(use title on job announcement) (exam no.)			
2. Your Name			
(print) Last Name First Middle			
3. Address			
(Number and Street, Road or Post Office Box)			
City State Zip Code			
4. Email Address			
5. Are you over age 18? Yes No		6. Have you ever served in the U.S. Armed Forces during periods of conflict? Yes No	
7. Telephone Number ( ) -			

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

Rev. 8/2021



# CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,  
AND COMMUNITY SERVICES

EST. 1871

WWW.NEWBRITAINCT.GOV

## 2022 Summer Aquatics Supplemental Questions (*New Candidates*)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** New summer applicants must complete all portions of the packet: supplemental questions, summer aquatics test, and all pages of the City of New Britain application. Once complete, submit the application packet and letter of recommendation to the parks and recreation office (27 West Main Street, Room 302, New Britain, CT 06051) by Friday, April 1, 2022. Any applications received after April 1<sup>st</sup> will be reviewed on an “as needed” basis. Successful applicants will be contacted to schedule an interview. Please answer the following questions to the best of your ability:

**1. Why did you choose to obtain (or pursuing) your lifeguard certification?**

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**2. Describe your ability to work as part of a team.**

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**3. The lessons we take from obstacles we encounter can be fundamental to later success in life. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?**

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**4. What hobbies or interests do you have that you think would be helpful in this position?**

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5. Are you certified in Red Cross Lifeguard Training?

YES

NO

6. Are you certified in Water Safety Instruction?

YES

NO

7. Are you available to work June 1-August 31, 2022?

YES

NO

8. How did you find out about the department's summer jobs? \_\_\_\_\_

## 2022 Summer Aquatics Test (New Candidates)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** The questions below are multiple choice, there is only one correct answer for each question. Please write your answer on the line located left of the question.

**1. What time should you arrive to work?**

\_\_\_\_\_

- a) Scheduled work time.
- b) Within five minutes after the scheduled report time.
- c) Fifteen minutes early.
- d) Whenever you get there.

**2. You witness a co-worker stealing City property (air pump, speaker, table, etc), what do you do?**

\_\_\_\_\_

- a) Report what you saw to your immediate supervisor.
- b) Tell your co-worker that you saw him/her.
- c) Tell the co-worker who took the item(s) to put them back.
- d) Mind your business and do not say anything.

**3. The Parks and Recreation Department should be involved in your social media site (such as Facebook/Twitter) in the following manner:**

\_\_\_\_\_

- a) Photos with you in your staff t-shirt while drinking alcohol.
- b) Photos of the kids involved in the events that you are working with.
- c) Status updates throughout the day, play-by-play of your day at work.
- d) None of the above.

**4. The most important job of a lifeguard is:**

\_\_\_\_\_

- a) To put on suntan lotion.
- b) To make sure everyone using the pool is having a good time.
- c) To enforce the rules and ensure the safety of all patrons using the pool and the facilities.
- d) To call EMS if an emergency occurs.

**5. Lifeguards are hired to perform emergency procedures and care for patrons until:**

\_\_\_\_\_

- a) EMS personnel are called.
- b) EMS personnel arrive and take over.
- c) A parent or legal guardian take over and bring the patron/child to the hospital.
- d) The victim's condition worsens.

**6. During your shift, you rotate lifeguard stations with other lifeguards to:**

\_\_\_\_\_

- a) Practice getting up and down in the chair.
- b) Remain alert
- c) Avoid being bored.
- d) Avoid getting sunburn.

**7. You should immediately summon EMS personnel for:**

\_\_\_\_\_

- a) A 22 year old who has a fever and vomited twice during the previous night.
- b) A 50 year old experiencing knee pain after an afternoon swim.
- c) A 60 year old complaining of nausea, profuse sweating and shortness of breath for an hour
- d) An 8 year old who was hit in the leg by a baseball and now has a large bruise.

**8. Four children run into each other on the pool deck. Child A falls back, hits her head on the deck and is unconscious. Child B falls to her knees and complains that her knee hurts. Child C remains standing, but his lip is bleeding slightly. Child D does not appear to be injured. Which child should you care for first?**

\_\_\_\_\_

- a) Child A
- b) Child B
- c) Child C
- d) Child D