



SA Water VACSWIM 2008 7th – 17th January 2008

Employment Application Details

SA Water VACSWIM 2008 will be conducted at approximately 160 locations across the state between the 7th – 17th January 2008. SA Water VACSWIM 2008 will utilise the Royal Life Saving Society of Australia-SA Branch (RLSSA-SA) and Surf Life Saving SA (SLSSA) awards. Children over the age of five will be provided with opportunities to develop a range of skills in water safety, competence and confidence in the water, improvement in swimming strokes, personal survival activities and emergency procedures.

1. Important Information:

Please take time to **complete all details** on the "Application for Employment" and "Personal/Health Declaration" forms. Please note that your full name, date of birth and email is required for database purposes. As indicated, the list of SA Water VACSWIM 2008 locations is yet to be confirmed, so it is important as many preferences as possible are indicated.

2. Return of Applications:

It is important the "Application for Employment" and "Personal/Health Declaration" forms are returned as soon as possible to facilitate initial staff selection at the location. Applications will be accepted after the due date however, persons who return their application by the due date will have first preference of being appointed to their preferred locations. The SA Water VACSWIM Office will endeavour to place successful applicants to their preferred location. The information on the Application for Employment, Personal/Health Declaration forms and the Original National Police Certificate is necessary in order to assess the eligibility of applicants for employment in the SA Water VACSWIM program. The information supplied is for the use of LeisureCo, as managers of the SA Water VACSWIM program, and all information is **CONFIDENTIAL**. Selection will be based on merit and there will be no unlawful discrimination against persons seeking employment in this program.

3. Check list of documentation to return:

- The WHITE and BLUE copies of the Application for Employment form (**Retain the PINK form for your own records**) - signed
- The Personal / Health Declaration form – signed and witnessed.
- Original National Police Certificate for all applicants (valid for 24 months) submitted to the Vacswim office no later than 3rd December 2007.
- Copies of qualifications (as indicated under Employment Qualifications and on the Application for Employment form) should be forwarded to the SA Water VACSWIM Office no later than December 3rd 2007. No person will be permitted to commence employment at any location until the SA Water VACSWIM Office has sighted these qualifications.
- Indicate when you will be completing your Qualification Update (valid for 12 months)
- If applying for an Instructor in Charge position for the first time the additional information as indicated should be forwarded to the SA Water VACSWIM Office with the Application for Employment.
- Provide details of 2 character referees

4. Send documentation to:

SA Water VACSWIM Office
PO Box 10142
ADELAIDE BC SA 5000

5. Enquiries:

Phone - (08) 8372 6044:

Fax: - (08) 8372 6013 E-mail – vacswimsa@leisureco.com.au

EMPLOYMENT QUALIFICATIONS

Required By all persons instructing RLSSA-SA Awards:

As a minimum requirement **all** Instructors and Instructors in Charge are **required** to attend a **Qualification Update**.

The applicant must have a current:

- o Bronze Medallion * or higher **OR**
- o Pool Lifeguard * **OR** o Annual DECS Proficiency Update **OR** o Aquatic Emergency Proficiency

Awards remain current for 12 months therefore you will need to check whether your qualification expires prior to January 17th 2008. If it expires before this date you will need to complete a 2007 Qualification Update. This update includes water rescue update, CPR, Mandatory reporting training and theory components. Course information has been included with this mail out or contact RLSSA-SA on 8234 9244 to book in for an update.

1. INSTRUCTORS IN CHARGE:

- Must have:
 - o RLSSA-SA Instructors accreditation **OR** o Austswim accreditation.
 - o Character Referees (Minimum of 2)
- Must have a current:
 - o Basic First Aid * **OR** o Senior First Aid * **OR**
 - o An equivalent current First Aid * qualification gained from a provider approved by the Department of Administrative and Information Services.
(These qualifications must expire after January 17th 2008. If expiring before this date the qualification will need to be updated.)
- Must provide written evidence of their experience and skills in the following matters:
 1. Program management and organisation
 2. People management and customer service
 3. Financial management.

(This evidence is not required by persons who have previously held a VACSWIM Instructor in charge position)

IMPORTANT Information:

- Persons wishing to instruct the RLSSA-SA Advanced and Senior awards should preferably hold a current RLSSA-SA Level 2 or 3 Examiners Award or have had previous experience in instructing these awards.

2. INSTRUCTORS:

- Must have:
 - o RLSSA-SA Instructors accreditation **OR** o Austswim accreditation.
(These qualifications must expire after January 17th 2008. If expiring before this date the qualification will need to be updated with a bronze medallion or higher award)
 - o Character Referees (Minimum of 2)

3. ASSISTANT INSTRUCTORS:

- Must have:
 - o Bronze Medallion or Higher **OR** o Pool lifeguard.
(These qualifications must expire after January 17th 2008. If expiring before this date the qualification will need to be updated)

Preference will be given to those who hold current awards as above and:

- Have completed RLSSA-SA Junior Instructors Award*
- Have enrolled in/completed the Theory section of RLSSA-SA Instructors Award (letter of confirmation accepted as evidence)
 - o Character Referees (Minimum of 2)

Required by all persons instructing SLSSA awards:

As a minimum **all persons** (Assistant Instructors, Instructors and Instructors in charge) must:

- o Possess a current SLSSA Bronze Medallion[#] **OR**
- o Possess a current SLSSA Surf Rescue Certificate[#] **AND**
- o Provide evidence of having instructed or assisted with the instruction of children.
[#]These qualifications require an annual proficiency update. Contact SLSSA on 8354 6900 to book in for an update.
Please note the SA Water VACSWIM Office will liaise with SLSSA to verify the qualification status of applicants.
- o Character Referees (Minimum of 2)

Preference will be given to applicants who also have any of the following current qualifications (Please send a copy)

- Austswim
- SLSSA Train the Trainer
- Teaching

1. INSTRUCTORS IN CHARGE ONLY:

- Must provide written evidence of their experience and skills in the following matters:
 1. Program management and organisation
 2. People management and customer service
 3. Financial management.

(This evidence is not required by persons who have previously held a VACSWIM Instructor in charge position)
- Those who are **qualified** with a SLSSA Surf Rescue Certificate must provide proof of the following current qualification:
 - o Basic First Aid * **OR** o Senior First Aid * **OR**
 - o An equivalent current First Aid qualification gained from a provider approved by the Department of Administrative and Information Services (These qualifications must expire after January 17th 2008. If expiring before this date the qualification will need to be updated.)



SA Water
VACSWIM 2008
 7th – 17th January 2008
APPLICATION FOR EMPLOYMENT

Office use only			
Position	IC	I	AI
Location	_____		
Offer Sent	_ / _ / _		
Entered	_____		

1. PERSONAL DETAILS:

SURNAME : _____ GIVEN NAMES : _____

DATE OF BIRTH: _____ / _____ / _____ MALE FEMALE

ADDRESS : _____ Post code : _____

PHONE (Home) : _____ (Work) : _____ Fax : _____

PHONE (Mobile) : _____ E-mail : _____

2. POSITION SOUGHT: Instructor in Charge (IC) Instructor (I) Assistant Instructor (AI)

LOCATION PREFERRED

(Place in order of preference. Attach a separate list if so desired.)

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

3. EXPERIENCE:

VACSWIM EXPERIENCE (Please attach additional information if insufficient space below)

YEAR	LEVELS TAUGHT	POSITION	LOCATION
_____	_____	_____	_____
_____	_____	_____	_____

OTHER SWIMMING INSTRUCTOR OR TEACHING EXPERIENCE

CHARACTER REFEREES (MINIMUM 2)

Name: _____ Phone: _____	Name: _____ Phone: _____
Name: _____ Phone: _____	Name: _____ Phone: _____

(Photocopies of certificates relating to other swimming instructor or teaching experience can be attached as well as additional information)

4. QUALIFICATIONS:

Before completing this section please carefully read the **EMPLOYMENT QUALIFICATIONS** section attached which explains the qualifications required to be an Instructor in Charge, Instructor or Assistant Instructor at a RLSSA-SA or SLSSA location.

Complete the section of the position that you are applying for:

Instructor or Instructor in Charge at a RLSSA-SA location		Assistant Instructor at a RLSSA-SA location		Any Position at a SLSSA location	
<i>Send a copy of the following awards</i>	Date completed	<i>Send a copy of the following awards</i>	Date completed	<i>Award must be updated in 2007 no copy required</i>	Date of award
RLSSA-SA Instructors Award		Bronze Medallion OR Pool Lifeguard		SLSSA Bronze Medallion (includes First Aid)	
OR Austswim		Water Rescue Award		SLSSA Surf Rescue Certificate (does not include First Aid)	
RLSSA-SA Examiners Level 2 or 3		RLSSA-SA Junior Instructors Award			
<i>A 2007 Qualification Update is required if the above awards were not completed in 2007. Please state the date of the update and a copy of the certificate must be sent in with this application <u>or</u> forwarded as soon as the update has been completed.</i>		Theory section of RLSSA-SA Instructors Award (confirmation letter is acceptable)		<i>Preference given to applicants with the following (send a copy)</i>	Date completed
		<i>A 2007 Qualification Update is required if the above awards were not completed in 2007. Please state the date of the update and a copy of the certificate must be sent in with this application <u>or</u> forwarded as soon as the update has been completed.</i>		Austswim SLSSA Train the Trainer Teacher	
2007 Qualification Update	Date of Update			Instructor in charge only	Date completed
Bronze Medallion or higher or Pool Lifeguard or DECS Proficiency Update or Aquatic Emergency Procedures + CPR				<i>If qualified with a Surf Rescue Certificate a copy of a current First Aid certificate must be sent to the VACSWIM office</i>	
Instructor in charge only	Date completed	2007 Qualification Update	Date of Update	Basic First Aid or Senior First Aid (send copy)	
Basic First Aid or Senior First Aid		Bronze Medallion or higher or Pool Lifeguard or DECS Proficiency Update or Aquatic Emergency Procedures + CPR			
Mandatory Reporting Training					

NEW Instructors in charge - Please attach details of experience and skills in:
 Program management and organisation; People management and customer service; financial management.

5. STATEMENT BY APPLICANT

I declare that the information is true and correct and acknowledge that any willful suppression or inaccuracy may render me liable to dismissal or prosecution. I declare that I am medically fit to undertake the tasks associated with swimming instruction. I authorise the Vacswim Office to access information exclusively regarding my application, employment and qualifications from Austswim, RLSSA and SLSSA and provide these details to the Office for Recreation & Sport for the purposes of child protection.

Signature _____ Date _____ / _____ / _____

RETURN TO: SA Water VACSWIM Office, PO Box 10142 ADELAIDE BC SA 5000



SA WATER VACSWIM 2008 7th – 17th January 2008

Personal / Health Declaration

SURNAME: _____

GIVEN NAMES: _____

PERSONAL / HEALTH DECLARATION:

The Occupational Health Safety and Welfare Act, 1986, Section 21, emphasises that the onus is on you to declare any restrictions that you may have in relation to your health, to take reasonable care to protect your own health and safety, and to be careful not to aggravate any existing medical conditions.

Furthermore, the onus is on you to inform the VACSWIM Manager, in writing, of any restrictions you have in relation to your health. The onus is also on you to advise if medical changes occur which may affect your employment situations or the terms of your employment.

Instructors are expected to promote water safety, encourage taking of precautions in the sun and lead by example, using the sunsmart message. T-shirts or other suitable clothing should be worn on top of swimwear. A hat and sunscreen are essential.

HEALTH INFORMATION:

I understand that if further medical information is required I may be asked to give written authorisation for a government approved medical officer to approach the relevant medical practitioner.

1. Are you physically fit and able to perform the duties of an Instructor in Charge, Instructor or Assistant Instructor, including rescue functions, without assistance? Yes No

2. Do you have a physical or mental disorder, which may require you to have assistance in performing duties of an Instructor in charge, Instructor or Assistant Instructor? Yes No

If YES please describe your condition:

3. Please indicate if you have the following medical conditions (information supplied to IC if required)

Asthma Allergy Diabetes Epilepsy Heart Problem

4. Have you ever been in receipt of workers compensation? Yes No

If YES, provide details: Year: _____ State: _____

State reason: _____

If you are a successful applicant in SA Water VACSWIM 2008, you will be asked to inform the Office of any medical conditions you may have, for emergency reasons only.

PERSONAL INFORMATION:

1. Residency

Applicant must be a permanent resident of Australia or hold a current permit to work in Australia before being considered for employment.

- Are you a permanent resident of Australia? Yes No
- If NO, do you hold eligibility to work in Australia? (attach evidence) Yes No

2. Original National Police Certificate for all Applicants Yes No

If you answered YES to the previous question you must complete this section.

- Have you provided an **Original National Police Certificate (Valid for 24 months)**? Yes No

If NO, please indicate the date the certificate is to be received.

Have you any reason to believe that any prosecution or charge against you may be pending?

- Yes No

(If YES to either of the questions in no.2 above, please attach details in a sealed envelope marked CONFIDENTIAL)

DECLARATION

This section **MUST** be signed by the applicant in the **presence** of a witness (as listed below)

I, _____
(Full name of applicant)

do declare the foregoing particulars to the best of my knowledge are correct, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act, 1936 as amended. I note that any information contained herein which is later proven to be false, deliberately misleading (through omission etc) may be grounds for instant dismissal.

Applicants signature _____

Declared at _____ on ____ / ____ / ____

Signed before me _____ Print Name _____

- Please tick one
- | | |
|--|--|
| <input type="checkbox"/> Justice of the Peace | <input type="checkbox"/> Local Doctor |
| <input type="checkbox"/> School Principal | <input type="checkbox"/> Proclaimed Bank Manager |
| <input type="checkbox"/> Proclaimed Police Officer | <input type="checkbox"/> Minister |