

# Garth Trails Clubhouse Employment Application Form

Please send this application, cover letter and resume to [clubadmin@garthtrails.ca](mailto:clubadmin@garthtrails.ca)

## Position Information

Position:	Administrative Assistant
Description:	To support the role of the Clubhouse Administrator by acting as Clubhouse receptionist, facilitating numerous events, programs and activities, performing facility maintenance including pool and hot tub chemical testing and administration, website maintenance, as well as communicating with the Shared Facilities Committee and Property Manager.
Start Date:	
Position Type:	Part-time
Wage:	Probation (\$15.00), 3 months (\$15.50) with performance review and increase at 12 months with automatic cost of living increases.

## Applicant Information

Name:	
Phone:	Email:
Address:	

## Education

Highest Level Completed:
Current Enrollment (if any):
Education/Employment Goal:

## Availability

Fall/Winter (September – February)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Spring/Summer (March – August)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Upcoming Vacations:						

## Certifications

Are you First Aid certified?	YES	NO
If yes, please provide the level of training you have completed:		
Have you had WHMIS GHS 2015 training?	YES	NO
Are you AED certified?	YES	NO

## Pool & Hot Tub Experience

How comfortable are you with pool and hot tub chemicals?
(    ) No previous experience, but willing to learn.
(    ) Little experience: personal hot tubs or pools.
(    ) Great knowledge and previous experience working at a facility.

# Garth Trails Clubhouse Employment Application Form

Please send this application, cover letter and resume to [clubadmin@garthtrails.ca](mailto:clubadmin@garthtrails.ca)

## Reception Assets

What is your proficiency with the following:	Basic	Confident	Expert
Microsoft Word 2010	( )	( )	( )
Microsoft Outlook 2010	( )	( )	( )
Microsoft Excel 2010	( )	( )	( )
Microsoft OneNote 2010	( )	( )	( )
Google Calendar	( )	( )	( )
Wix website builder	( )	( )	( )

## Relevant Experience

Have you ever called 9-1-1 for a medical emergency?	YES	NO
Have you ever called 9-1-1 for trespassing, theft or other similar reasons?	YES	NO
Have you ever placed maintenance and/or service calls?	YES	NO
Do you have any experience with keyed entrances?	YES	NO
Do you have experience closing/opening, including alarm systems?	YES	NO
Do you have experience handling small and large sums of cash?	YES	NO
Do you have experience with payments done by cheque?	YES	NO
Do you have experience with balancing and making money deposits?	YES	NO

## References

Professional Reference	Name:		
Relation:	Title:		
How many years have you know this person?			
Contact:	You may contact this person: YES NO		
Professional Reference	Name:		
Relation:	Title:		
How many years have you know this person?			
Contact:	You may contact this person: YES NO		
Personal Reference	Name:		
Relation:		Title:	
How many years have you know this person?			
Contact:		You may contact this person:	YES NO