

## New Guard Application & Certification Checklist

\*\*\*Keep this card and refer to it throughout your hiring process\*\*\*

Completed	Task	Notes
	Apply on-line	<a href="http://www.columbiaassociation.com/aquatics">www.columbiaassociation.com/aquatics</a> Click on "Hiring" tab. After submit button, get a second screen with an application number.
	Pass a water test	<a href="http://www.columbiaassociation.com/aquatics">www.columbiaassociation.com/aquatics</a> Click on "Calendar" tab. Click on "Events" tab. Click on a date beginning in February that says "Lifeguard Water...". Click on the link to see details. <b>MUST PASS WATER TEST BEFORE SCHEDULING INTERVIEW.</b> May retest if necessary.
	Call office to schedule interview	410.312.6332. <b>You</b> must call. No one will contact you.
	Attend interview	Interviews held at Aquatics office: 9450 Gerwig Lane, Columbia, MD 21044. Directions – <a href="http://www.mapquest.com">www.mapquest.com</a>
	Complete paperwork.	All paperwork must be completed <b>BEFORE</b> you can be scheduled at any pool. <b>YOU WILL NOT BE ABLE TO WORK UNTIL YOU ARE ON PAYROLL. THIS PROCESS TAKES AT LEAST TWO WEEK FROM THE TIME YOU TURN IN ALL COMPLETED PAPERWORK TO AQUATICS OFFICE.</b>
	Attend a certification class	<a href="http://www.columbiaassociation.com/aquatics">www.columbiaassociation.com/aquatics</a> . Click on "Training" tab. Must contact office to register - 410.312.6332. Must be absolutely sure of date, as no changes or absences will be allowed.
	Pass written and practical tests then sign license.	Just because you passed, does not mean you have a position with CA. See next step below.
	Receive an offer letter via email.	Do not expect an offer until mid to late April. Be sure to keep your email address updated for this and all other communications.
	Attend one of three staff orientation dates.	<b>PLAN NOW. Clear your calendar.</b> <b>Must</b> attend one date in May. May 4, 5 or 6 @ 6 p.m. No need to schedule. Just show up at one.
Training questions email to: <a href="mailto:inservice2007@yahoo.com">inservice2007@yahoo.com</a>		