



Murraywood Swim & Racquet Club

PO BOX 334, IRMO, SC 29063

Summer Employment 2017 Application Checklist

Murraywood Members will receive first consideration for hiring. Only if we do not receive enough member-applicants will we consider non-members for employment.

Preferential consideration will be given to those applicants who are available to work TWO (2 of the following three of the following dates/events:

1. Memorial Day Weekend (Friday, May 26, 2017 through Monday, May 29, 2017).
2. First Week (Saturday, June 3, 2017 through Saturday, June 10, 2017).
3. Fourth of July holiday

All applications must be, filled in and returned via USPS or email and must be postmarked or received no later than the application deadline of March 31, 2017. Returning guards must notify Mrs. Reynolds by March 31, 2017 of their intention to return for the summer. Returning guards will be required to complete new W-4 forms and provide a copy of their lifeguard certification if the certification on file with MSRC has expired. All applications received after the deadline of March 31, 2016 will be set aside, and will under come under consideration only if we do not receive enough applicants. All items listed below must be included with completed application.

A copy of job descriptions and pay ranges is included at the back of this packet.

Required:

Completed Application

Copy of Lifeguard Training Certificate **OR** Enter Date of Class _____

Completed and signed W-4 Form

Application Deadline: March 31, 2017

RETURN APPLICATION TO:

MSRC

PO BOX 334

IRMO, SC 29063

OR Email to annerey9362@gmail.com

Lifeguard

Seasonal part-to-full time availability between the hours of 10:00 a.m. to 10:00 p.m., seven days per week.

Minimum Age: 16

\$7.25 to \$9.25 per hour

Under general supervision of Pool Manager and/or Head Lifeguards, Lifeguards will ensure the pool safety of members and guests by preventing and responding to emergencies.

Required Certifications

- C.P.R. Certificate
- Lifeguard Training Certificate
- First Aid Certificate
- Proof of Age

Duties

- Maintain constant surveillance of members and guests in the facility; act immediately and appropriately to secure safety of same in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Perform various maintenance and cleaning duties as directed to maintain a clean and safe facility.
- Prepare and maintain appropriate activity reports and logs.
- Check-in pool members and guests.
- Sell concessions.
- General upkeep of concessions area, pool area and bathhouses as assigned by Pool Manager and/or Head Lifeguards.

Head Lifeguards

The Head Lifeguard positions at Murraywood Swim and Racquet Club are seasonal part-to-full-time flex positions with availability between the hours of 10:00 a.m. to 10:00 p.m., seven days per week. The Head Lifeguards report to the Pool Manager and also work in conjunction with the CPO. The Head Lifeguards supervise Lifeguards and pool operations as scheduled in the absence of the Pool Manager in addition to serving as a lifeguard in the regular rotation. Head Lifeguards typically have three or more years of experience as a Lifeguard at Murraywood. The higher pay scale of \$10.25 per hour will only apply to those hours scheduled and documented as Head Lifeguard hours.

\$10.25 per hour

Required Certifications

- C.P.R. Certificate
- Lifeguard Training Certificate
- First Aid Certificate
- Proof of Age

Duties

The Head Lifeguard will oversee all pool operations in the absence of the Pool Manager, and will serve as Manager on Duty for scheduled shifts. Specific duties include, but are not limited to:

- Opening or closing pool procedures.
- Oversight of lifeguards to ensure that proper procedures are being adhered to while guarding the pool. This occurs while working in the regular lifeguard rotation.
- Oversight of lifeguards to ensure that proper member and guest check-in procedures are being adhered to.
- Oversight of lifeguards to ensure that proper procedures are being adhered to in the Concession stand regarding the sale of concessions.
- Oversight of water chemical levels as instructed by Pool Manager and CPO.
- Completion of required logs and paperwork.
- Closing out of cash register and preparation of daily deposit.
- Booking Pool Parties.
- Customer service as needed.
- Assisting in all areas of operations as needed.
- Other duties as assigned by Pool Manager, CPO or Pool Chairperson.

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	_____				
B	Enter "1" if: <table><tr><td>• You're single and have only one job; or</td><td rowspan="3">}</td></tr><tr><td>• You're married, have only one job, and your spouse doesn't work; or</td></tr><tr><td>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</td></tr></table>	• You're single and have only one job; or	}	• You're married, have only one job, and your spouse doesn't work; or	• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	B	_____
• You're single and have only one job; or	}						
• You're married, have only one job, and your spouse doesn't work; or							
• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.							
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____				
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____				
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____				
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F	_____				
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.	G	_____				
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ►	H	_____				
For accuracy, complete all worksheets that apply. <table><tr><td>• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.</td></tr><tr><td>• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.</td></tr><tr><td>• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.</td></tr></table>		• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.	• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.	• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.			
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• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.							

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2017	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5			
6 Additional amount, if any, you want withheld from each paycheck		6		\$	
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		7			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ►					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	

**Murraywood Swim and Racquet Club
Job Application
Summer 2017**

Today's Date: _____

Applicant Name: _____

Social Security Number: _____

Street Address: _____

City: _____ Zip: _____

Cell Phone Number: _____

Email Address: _____

Date of Birth: _____

Lifeguard Information

Lifeguard Training Certificate Date Received or Class Date Scheduled: _____

Copy Attached? (YES or NO): _____

Education:

High School: _____

College (if applicable): _____

Are swimming this summer on the Murraywood Swim Team? (yes or no): _____

Certifications/Awards/Hobbies (Interests): _____

References: please include name, phone number and your relationship. Please list three. (NO FAMILY REFERENCES).

Date available to start: _____

How many hours per week would you like to work? _____

Dates you will be on vacation this summer: _____

Please take a moment to share with us the following:

Why do you want to work with us this summer?

What qualities do you have that you feel will be an asset to Murraywood?

Any additional comments:

Please send application to:

**Pool Manager
PO Box 334
Irmo, SC 29063**

OR Email to annerey9362@gmail.com

Applications must be postmarked no later than March 31, 2017