



# Murraywood Swim & Racquet Club

PO BOX 334, IRMO, SC 29063

---

## Summer Employment 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 four of the following dates/events:

1. Memorial Day Weekend
2. First Week
3. Fourth of July holiday
4. Labor Day Weekend

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. Returning guards must notify the Pool Manager by March 31 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 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**

**RETURN APPLICATION TO:**

**MSRC**

**PO BOX 334**

**IRMO, SC 29063**

**Or email to:**

**[MurraywoodSwimandRacquet@gmail.com](mailto:MurraywoodSwimandRacquet@gmail.com)**

**Murraywood Swim and Racquet Club  
Job Application**

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age as of June 1 (current year): \_\_\_\_\_

Murraywood Member (YES or NO): \_\_\_\_\_ Member #: \_\_\_\_\_

**Lifeguard Information**

Lifeguard Training Certificate Date Received or Class Date Scheduled: \_\_\_\_\_

Copy Attached? (YES or NO): \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_

College (if applicable): \_\_\_\_\_

If you will be going to college this fall, when will you be leaving? \_\_\_\_\_

**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 check off which of the following holiday/special event days you are available to work:**

- Memorial Day Weekend
- First Week
- Fourth of July holiday
- Labor Day Weekend

***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: [MurraywoodSwimandRacquet@gmail.com](mailto:MurraywoodSwimandRacquet@gmail.com)**

**Applications must be postmarked or received no later than March 31.**

# Form W-4 (2019)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**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.** You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

## General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

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

## Specific Instructions

### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line F. Credit for other dependents.** When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074 <span style="font-size: 2em; font-weight: bold;">2019</span>	
<b>▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>					
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. <b>Note:</b> If married filing separately, check "Married, but withhold at higher Single rate."		
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 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . . . .				5	
6 Additional amount, if any, you want withheld from each paycheck . . . . .				6 \$	
7 I claim exemption from withholding for 2019, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶					
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.					
<b>Employee's signature</b> (This form is not valid unless you sign it.) ▶					
8 Employer's name and address ( <b>Employer:</b> Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)				9 First date of employment	
				10 Employer identification number (EIN)	

## **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.