

LAKE KANDLE EMPLOYMENT APPLICATION

RETURNING EMPLOYEES PLEASE SKIP TO PAGE 5.

NEW APPLICANTS COMPLETE PAGES 1-4.

PLEASE FILL OUT APPLICATION ACCURATELY AND LEGIBLY. LAKE KANDLE IS USUALLY STAFFED BY MEMORIAL DAY WEEKEND. PLEASE RETURN APPLICATION BY THE FIRST WEEKEND OF MAY.

Mail to 250 Chapel Heights RD Sewell, NJ 08080 or email to wjkandle4@gmail.com. If you do not have a scanner, you can attach clear pictures instead for emailed applications.

Full Legal Name	Nickname
Address	Date of Birth
City, State Zip	Gender
Phone	Position Applying for
Email	Years of experience

I am currently: (skip if not applying for lifeguard position)

a) Certified

b) Enrolled to be certified. Date of Class _____

If you circled "a"

Lifeguard Certification Expiration Date: _____

Waterfront Certification Expiration Date: _____

Email copies of your certifications to wjkandle4@gmail.com

Availability:

Lake Kandle is a summer recreational facility. Employees must be able to work all three major summer holidays unless it conflicts with college schedule. Employees should be available to be scheduled for the majority of the posted work shifts each week, especially weekend shifts.

I am available to work the majority of the posted work shifts this summer: (circle response)

Yes No

Start Date: _____

End Date: _____

Preplanned Vacation Dates:

Job Experience: Please list any previous job or volunteer experience along with relevant contact information for employer or supervisor. If you do not have prior work experience, please list relevant skills that you possess for the position.

Parent statement for minor seeking employment: (skip if applicant is 18 or older)

“I promise to do everything in my power to ensure my child’s maximum work availability and to make sure my child comes to work prepared and punctual. Should my child gain employment, I will review all employment material directly with my child and make sure that they understand Lake Kandle’s employment practices. I understand that Lake Kandle is a summer recreational facility and needs to be staffed when patrons are available to use the facility and it is necessary to be available nights, weekends, and holidays. I will ensure that my child will be polite and courteous to patrons understanding that Lake Kandle is a family oriented facility and has a zero tolerance policy for child abuse. ”

Printed Name: _____

Signature: _____ Date _____

Applicant’s statement:

I, the applicant, certify that all information provided is correct and if hired understand that it is the employee’s responsibility to review all materials provided by employer and to come prepared each shift to work at the very best of my ability. It is further understood that Lake Kandle is a summer recreational facility and staff is needed when patrons are able to use the facility. I therefore have an expectation to be available to be scheduled nights, weekends, and holidays. Working at Lake Kandle is my primary focus this summer. I will be polite and courteous to patrons understanding that Lake Kandle is a family oriented facility and has a zero tolerance policy for child abuse.

Applicant’s signature _____ Date _____

1st Year Wages:

- 1st Year Guard with Lifeguard Certification: \$15.55/ hr
- 1st Year Guard needing certification class at Lake Kandle: \$14.55/ hr
- 1st Year Concession Stand Employee: \$14.55/hr

Payroll is run biweekly. Sick Days calculated on paystub can only be redeemed after 120 days after working first shift. There are only 101 days in the season so most seasonal employees do not qualify.

Character Reference: Please have two adult character references fill this out this portion.

Adult Character Reference 1

Name: _____ Occupation: _____

Contact Phone# _____ How long have you known Applicant? _____

I would trust the applicant with long-term childcare: YES NO

I would trust the applicant alone with money and/or valuables: YES NO

I would trust the applicant to remain calm during an emergency: YES NO

Below, please explain how you are able to qualify these answers along with any other relevant information about the applicant:

Reference Signature _____ Date _____

Adult Character Reference 2

Name: _____ Occupation: _____

Contact Phone# _____ How long have you known Applicant? _____

I would trust the applicant with long-term childcare: YES NO

I would trust the applicant alone with money and/or valuables: YES NO

I would trust the applicant to remain calm during an emergency: YES NO

Below, please explain how you are able to qualify these answers along with any other relevant information about the applicant:

Reference Signature _____

Date _____

NAME _____

2025 Returning Employee Application

Please note that sick time on paystubs cannot be used until 120 days have been worked this season.

Date I Can Start Working: _____

Last Day I Can Work: _____

(approximation ok if you don't know when your college starts)

YES / NO Statements

1. [YES / NO] Lake Kandle will be my only job this summer.

If you answered NO to #1:

1A. [YES / NO] Lake Kandle will be my primary focus although I have another job. I will be available to work most shifts any given week.

1B. [YES / NO] My other job(s) will be the priority this summer, but I would still like to work every so often.

If you answered "yes" to 1B, please describe your ideal work commitment schedule:

2. [YES / NO] I will be available to work the majority of the shifts Memorial Day Weekend.

3. [YES / NO] I will be available to work the majority of the shifts July 4th Weekend.

4. [YES / NO] I will be available to work the majority of the shifts Labor Day Weekend.

If you answered "no" to a statement 2-4, please indicate why:

5. [YES / NO] I will be prepared to work my first lifeguarding shift with all required lifeguard certifications. *Concessions/ Snack Bar Employees skip to #7*

6. [YES / NO] Lake Kandle will be hosting staff recertifications May 17-19. My certification will expire before the end of the summer season and I plan to attend and pay for all necessary trainings when course recertification details are finalized.

7. [YES / NO] Lake Kandle is a summer vacation recreational facility that is centered around a safe, wholesome family experience. I understand that shifts are a shared responsibility that require me to be available to work when people on vacation or are off work can use the facilities. I have an expectation to be scheduled mornings, afternoons, nights, any day of the week, but definitely weekends and holidays. I will do my utmost to bring a positive attitude and maintain Lake Kandle's safe, wholesome atmosphere.

RETURN THIS FORM TO WJKANDLE4@GMAIL.COM BY MAY 1ST.

IF YOU DO NOT HAVE A SCANNER, A CLEAR SMART PHONE PICTURE ATTACHMENT WILL SUFFICE.

ADDITIONAL COMMENTS OR EXPANDED ANSWERS CAN BE INCLUDED IN EMAIL. SEE REVERSE SIDE FOR JOB DESCRIPTIONS.

SIGNATURE _____ **DATE** _____

PAY RATE SCALE 2025

Years Worked Snack Bar	Rate/HR- SB	Years Worked Lifeguard	Rate/HR- LG
2nd Year SB	\$15.60	2nd Year LG	\$15.85
3rd Year SB	\$15.65	3rd Year LG	\$15.90
4th Year SB	\$15.70	4th Year LG	\$15.95
5th Year SB	\$15.75	5th Year LG	\$16.00

LIFEGUARD JOB DESCRIPTION:

Primary Duty:

Lifeguards monitor lake and pool swimming areas, enforcing Lake Kandle's rules and rescuing distressed swimmers.

Auxiliary Duties:

Lifeguards also may be asked to check members in at the gate and perform custodial duties.

Lifeguards conduct safety inspections and report directly to office staff.

Lifeguards report injuries, incidents, and hazards to office staff.

Certifications Needed:

Current Lifeguard Certification recognized by New Jersey Bathing Code with first aid, cpr, and aed.

Current Waterfront Certification recognized by New Jersey Bathing Code.

Skills Needed:

Ability to routinely lift objects over 50lbs.

Continuously swim 400 feet and be able to tread water for 10 minutes.

Ability to use lifeguard rescue equipment on adults, children, and infants.

Lifeguards must be able to read and adhere to Lake Kandle's employee manual, posted signage, and cleaning labels.

Work Environment:

Most lifeguard duties are outside in the summer outdoor elements. Suntan lotion is provided complimentary and is highly encouraged to be applied multiple times a day. Custodial work takes place outdoor and also inside restrooms. Proper personal protective equipment must be worn when performing custodial duties.

Employees understand that work at Lake Kandle takes place in a natural outdoor setting where the ground can be inconsistent and not level. Surfaces frequently become wet and sandy, which can make them slippery.

Pollen and other outdoor allergens/ irritants are likely to be encountered in this environment, as well as fumes from vehicles, maintenance equipment, and cleaning agents.

Supervisor/ Reports to:

Lifeguards report to Jace Kandle but if he is not immediately accessible, please report to Rebecca Snodgrass, Steve Skinner, Jay Kandle, Eileen Kandle, or any adult staff member in an urgent situation.

SNACK BAR/ CONCESSIONS JOB DESCRIPTION:

Duties:

Prepare and serve food, snacks, and beverages to Lake Kandle patrons in accordance with NJ Health Code.

Processing orders and payments at the cash register.

Routinely cleans, sanitizes, and organizes food service area during downtimes and during opening and closing times.

Stocks Snack Bar supplies and stores food properly in accordance with NJ Health Code.

Skills Needed:

Ability to routinely lift and transport objects over 50lbs.

Understanding of basic math and US currency.

How to cook hot dogs, cheeseburgers, cheesesteaks, and other small grill items. Must understand how to safely cook with a deep fryer.

Make milkshakes and all other items on Lake Kandle menu.

Read and adhere to employee manual, all posted signage, and instructions.

Work Environment:

During the summer, the snack bar can be a hot environment. The Snack Bar grill and appliances give off significant heat.

Workers will be exposed to heat, odors, and allergens. Preparing/ cooking food may have associated fumes and odors.

Burn hazards are present with the grill, deep fryer, and in all cooking areas. Food items that are served hot can cause burns.

Employees will work with and hand-wash sharp objects such as knives, scissors, kitchen utensils, and box openers.

Surfaces become slippery when wet or when beach sand has been tracked into the eating or working areas. Proper shoes and personal protective equipment should be properly worn while working.

Supervisor/ Reports to:

Snack Bar Employees report to Eileen Kandle or other designated adult managers.

Please note that sick time on paystubs cannot be used until 120 days have been worked.