



## **Hamlet Swim & Tennis Club Snack Bar Attendant Application**

*Please answer all question completely and supplement additional information if necessary (attach resume to email). Send completed applications and/or any questions regarding hiring to HSTC Clubhouse Representative: [clubhouse@hamletpool.org](mailto:clubhouse@hamletpool.org)*

### **Background/Contact Information:**

NAME:	EMAIL ADDRESS:
Cell Phone:	Home Phone:
Home Address, City, State, Zip:	
Age (As of May 27, 2022):	Birth Date:
Gender:	Hamlet Member (Y/N):
Current/ Most Recent Middle School, High School or College & Year of Graduation:	

**NOTES:** All employees must have all employment paperwork completed *before their initial shift:*

I-9: <https://www.uscis.gov/i-9> (if applicable)

W-4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

VA W-4: <https://www.tax.virginia.gov/sites/default/files/taxforms/withholding/any/va-4-any.pdf>

**\*Also, ALL employees under the age of 16 must provide work permit for employment:**

<https://vaeecs.doli.virginia.gov/vaeecs/>

\*All employees will be subject to a full background check. Prior to employment, employees will need to sign the release forms to authorize this background investigation.

***Hiring is based on applicant's qualifications, experience, availability, and prior performance. Please answer all questions fully and add relevant information. Submit completed application and questions to HSTC Clubhouse Representative: [clubhouse@hamletpool.org](mailto:clubhouse@hamletpool.org)***

**Experience:** Please list relevant experience including position, dates, and responsibilities  
\*You can attach your resume to the email in place of this section.

Use the Space Below To List Relevant Experience or Attach Resume.

**Availability:** *Please note any dates that you are unavailable during these periods.*

School End (May 28-June 10) Afternoons & Weekends	
Core Season (June 11-Aug. 1) Weekdays & Weekends	

**Personal Statement:** Please describe in the space below why you want to work at the Hamlet, how you expect to meet your responsibilities, and what can you offer this community/staff.

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Applicant Signature

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Date (MM/DD/YY)

*My signature certifies that I understand the requirements and responsibilities for all employees working for the Hamlet Swim & Tennis Club. I also certify that all information provided in this application is true and complete.*

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If Under 18, Parent/Guardian Signature

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Date (MM/DD/YY)

*Parent signature certifies that I understand the requirements and responsibilities for all employees working for Hamlet Swim & Tennis Club. This includes that clause that management communicates with employees directly, and cannot communicate with parents/guardians.*