



January 13, 2010

To: **Rookie and Seasonal Ocean Lifeguard I Applicants**

Regarding: **Information Concerning Selection and Testing for the City of Laguna Beach Department of Marine Safety, Ocean Lifeguard I and Rookie Ocean Lifeguard.**

Dear Testing Candidate:

**Please read the following information thoroughly and carefully.** On behalf of the City of Laguna Beach and the Marine Safety Department, I would like to thank you for your interest and participation in our seasonal recruitment for Ocean Lifeguard. We appreciate the time and effort you are spending in the application and testing procedure for this important position. The following information is necessary for you to review before participation in selection testing in order to prepare you for the events on testing day. In the interest of insuring that testing day and the level 1 staffing run as smoothly as possible, I ask you to read the information below carefully.

The Ocean Lifeguard Academy the City offers has resulted from years of development by Marine Safety staff employing the best training principles and practices available. **In addition, this training program is certified by the United States Lifesaving Association as an advanced training agency for ocean lifesaving.**

The training and seasonal employment in this program requires a focus on commitment. First, the Rookie Ocean Lifeguard Academy must be completed in its entirety in order for you to be considered for hire this summer. Also, in order to remain actively employed you will be required to work hours as scheduled. Vacations and/or leaves of absence cannot be accommodated. We hope you will enjoy the discipline and dedication these requirements provide, and that you too will continue employment, as many others do, year after year.

On testing day sign in begins at 8:00 a.m. at the Main Beach lifeguard station (white tower). If you have not already submitted your application and Physical Testing Waiver you must do so by 8:30 a.m. Before the test begins it is your responsibility to sign-in with the Marine Safety staff members who will be conducting the days testing activities, turn in your materials, and ask any questions you may have and warm-up. The actual testing will begin promptly at 9:00 a.m. unfortunately, late arrivals will not be allowed to test. **Please also remember that if you are under the age of 18, a parent or guardian must sign your Physical Testing/Training Waiver. This waiver is available at [www.lblg.org](http://www.lblg.org), at Marine Safety Headquarters or the City's Personnel Division, 505 Forest Avenue, Laguna Beach, Ca 92651.**

If you complete your tryout with acceptable results on the morning of February 27 or March 13, you will be invited to meet with the Marine Safety staff in the Laguna Beach Council Chambers at 1:00 p.m. the afternoon of the 27<sup>th</sup>, or 1:00 p.m. on the 13<sup>th</sup>. **If you are under the age of 18 it is recommended that your parents attend.** The Council Chambers are located at Laguna Beach City Hall, 505 Forest Avenue. At this meeting the staff will describe the training you will undergo over the following months in preparation for level 1 staffing this summer. They will also be assisting you in the completion of paperwork needed in order for you to be placed in the position of Lifeguard Trainee. **You will be required to bring the following documents with you to properly complete this paperwork:**

- 1) **Social Security Card\* or Birth Certificate**
- 2) **Picture Identification: Driver's License or School ID**

**\*A U.S. Passport may be used in place of either of the above however you will need your Social Security number for your State and Federal tax forms**

If you have any questions regarding any of this information, please do not hesitate to contact the Marine Safety Department at (949) 497-0310 or the Laguna Beach Personnel office at (949) 497-0324. The Marine Safety office is open Monday through Sunday between the hours of 9:00 a.m. and 5:00 p.m.

I encourage you to challenge yourself to be a part of our tradition, and again, thank you for your interest in this position.

Best of Luck,

Kevin Snow, Chief of Marine Safety