POST REQUIREMENTS FORM

**Post Title: Seasonal Lifeguard Grade: LWR**

**Advertisement Numbers: 25026+27**

Dear Applicant,

This form has been specifically designed to aid the Civilian Personnel Selection Board (CPSB) in ascertaining whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each advertisement.

This form consists of 2 parts. You are required to make entries in **all** blocks in **both** parts under “**B**” below.

Part 1 lists the Essential Qualifications of the above post (with the exception of security clearance).

In completing **each** block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: Normally the CPSB will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board may decide to consider candidates not possessing all of the essential qualifications.

Part 2 lists the Desirable Qualifications of the above post. In completing **each** block under “B” in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under “A” **or** indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement.

This form is to be completed by computer, typewriter or in clearly legible handwriting and is to be returned to the Civilian Recruitment/Services Section.

##### Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

**PART 1**

**ESSENTIAL QUALIFICATIONS**

|  |  |
| --- | --- |
| A | B |
| Essential Qualifications of Post | Corresponding Qualifications of Applicant |
| Professional/Experience | |
| Working knowledge of pool operations and some experience as a lifeguard. |  |
| Sound job-related experience including appropriate knowledge in cash handling procedures. |  |
| Ability to deal diplomatically and effectively with customers. |  |
| Capable of dealing with multi-national personnel. |  |
| Works under routine supervision, uses minor discretion in resolving problems or enquiries without frequent reference to others. |  |
| Education/Training (Please attach copies of all relevant diplomas, certificates, etc. | |
| Certificate in Senior Lifesaving or European equivalent. |  |
| Language The levels of language proficiency are listed in the following sequence: Listening, Speaking, Reading, and Writing.  Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual) | |
| English 2211 |  |

**PART 2**

**DESIRABLE QUALIFICATIONS**

|  |  |
| --- | --- |
| Desirable Qualifications of Post | Corresponding Qualifications of Applicant |
| Professional/Experience | |
| Previous experience in a comparable job. |  |

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the HQ NAEW&C Force GK. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

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Full Name (in Print)

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(Signature) (Date)