PORTSMOUTH SCUBA

Join Our Team

APPLICATION | SHOP EMPLOYEES & INDEPENDENT CONTRACTORS

Check the position(s) you are applying for, then complete the sections that apply to you. Use N/A where needed. A résumé or dive-professional CV is welcome but optional; you may attach it to this application.

POSITION APPLYING FOR check all that apply

☐ **Shop Operations Associate**
Employee | retail sales & shop support

☐ **Sales / Service Technician**
Employee | sales, equipment service & fills

☐ **Divemaster & PADI Instructor**
Independent contractor | see back

Shop employees: complete the front and sign on the back. Divemasters & PADI Instructors: complete Contact on the front, then the back.

CONTACT all applicants

Full name: _____ **Preferred name (optional):** _____

Email: _____ **Phone:** _____

City / town and state: _____ **Preferred contact:** ☐ Email ☐ Phone

SHOP EMPLOYEE POSITIONS Shop Operations Associate or Sales / Service Technician

Weekend and summer availability is required. We value friendly service, reliability, teamwork, and a willingness to learn.

Type of work: ☐ Full-time ☐ Part-time ☐ Seasonal

Earliest start date: _____ **Desired hours per week:** _____

Weekly availability: enter times, or A = Available, NA = Not available, F = Flexible

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Evening, weekend or seasonal scheduling notes: _____

Relevant experience (check all that apply):

☐ Customer service ☐ Retail sales ☐ Register / POS
☐ Receiving & stocking ☐ Displays & merchandising ☐ Cleaning & shop upkeep
☐ Scuba equipment service / repair ☐ Cylinder inspection or fills ☐ Compressor operation

Equipment service, cylinder and fill work require appropriate training and written shop authorization before they are assigned.

Most recent work or relevant experience (employer, role, dates, main duties): _____

Previous work or relevant experience (optional): _____

Previous work or relevant experience (optional): _____

First job? A volunteer role, school activity or project is welcome.

Why are you interested in this position? _____

One reference (optional): name, relationship, phone or email: _____

May we contact this reference? ☐ Yes ☐ Please ask me first ☐ No reference provided

Please obtain your reference's permission first. Do not include your Social Security number, date of birth, medical information, or financial account details.

PORTSMOUTH SCUBA

Application, continued

Applicant name: _____

DIVEMASTER & PADI INSTRUCTOR

independent contractor; a current PADI professional rating is required

Role(s): ☐ Divemaster ☐ PADI Instructor

Highest PADI rating: ☐ Divemaster ☐ Assistant Instructor ☐ Open Water Scuba Instructor ☐ Master Scuba Diver Trainer ☐ IDC Staff Instructor ☐ Master Instructor ☐ Course Director

PADI Pro number: _____ **Year certified at highest rating:** _____

Specialty instructor ratings held (instructors only): _____

PADI membership renewed and in teaching / active status? ☐ Yes ☐ No ☐ Renewal in progress

Current professional liability insurance? ☐ Yes ☐ No ☐ Will obtain before first assignment

Insurance carrier: _____ **Insurance expiration date:** _____

CPR / First Aid training: ☐ EFR ☐ Red Cross ☐ American Heart Association ☐ Other: _____

CPR / First Aid expiration date: _____

Emergency oxygen provider training current? ☐ Yes ☐ No **Expiration date:** _____

Approximate total logged dives: ☐ Under 100 ☐ 100–250 ☐ 250–500 ☐ 500–1,000 ☐ 1,000+

Cold-water / drysuit experience: ☐ None ☐ Some ☐ Extensive

Local NH / ME / MA dive sites you know well: _____

Courses taught or assisted in the past 24 months: _____

Assignment types of interest: ☐ Guided dives ☐ Seal Dives ☐ Pool sessions ☐ Open-water training dives ☐ Charters ☐ Special events

General availability: ☐ Weekdays ☐ Weekends ☐ Evenings ☐ Summer only ☐ Year-round

General interest only. Assignments are offered and accepted individually; this is not a schedule commitment.

Professional reference 1 (name, relationship, phone or email): _____

Professional reference 2 (optional): _____

Anything else you would like us to know? _____

☐ **Contractor acknowledgment:** I understand that contractor positions are independent, assignment-based relationships, not employment. I understand that Portsmouth Scuba will verify my professional status, insurance, and training before offering assignments. Before I accept my first assignment, I will need to complete onboarding: sign the Independent Contractor Agreement, complete a W-9 for independent contractors, and provide copies of my current credentials. A Portsmouth Scuba representative may take part in my assignments, and Portsmouth Scuba may continue or stop offering further assignments at any time. The information I provided is accurate.

APPLICANT CERTIFICATION

all applicants

I certify that the information I have provided is accurate and complete to the best of my knowledge. I understand that this application is not an offer or guarantee of employment or of contractor assignments.

Signature: _____ **Date:** _____

Thank you for your interest in joining Portsmouth Scuba. Please return your completed application to the shop counter.

SHOP USE: Received by _____ Date _____ PADI status verified (contractors) ☐ Entered in review Sheet ☐