



Prospective employees will receive consideration without discrimination because of sex, race, creed, color, national origin, handicap or veteran status.

Application for Office Employment

Today's Date: _____

Last Name: _____ First Name: _____

Address: _____
Street, City, State, Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Position Desired: _____ Start Date? _____

Hours Per Week Desired: _____ Expected Pay: _____

Realizing that this is a business of children, I understand that by signing this application, I am specifically authorizing Jump Start Gymnastics to perform various background checks, including but not limited to, reviewing my complete criminal history.

Signature: _____ Date: _____

School Name & Location	Course of Study	# of Years Completed	Did you graduate?

Availability to Work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							

What experience do you have with... *(None, Basic, Intermediate, Advanced)*

MS Word: _____ Excel: _____ Power Point: _____ Access: _____

Copy Machines: _____ Fax Machine: _____ Multi-Line Phones: _____

Do you have any bookkeeping experience? If so, what? _____

Do you currently have any of the following certifications? CPR Certified _____ First Aid Certified _____
 USAG Safety _____

Former Employers (List below your last three employers, starting with the last one first.)

Date Month/Year	Name & Location of Employer	Salary	Position	Reason for Leaving	May we Contact this Employer?
From: To:					
From: To:					
From: To:					
From: To:					

Which of these jobs did you like best and why? _____

Which job did you like the least and why? _____

Is it your intent to continue working at your current job if you work here? _____

Please account for any period of unemployment in the last 3 years. _____

What characteristics do you have that would make you a valuable employee to have on staff? _____

Do you have any experience working with or around children? Please explain. _____

References

Name	Phone Number	Business	Years Acquainted

Please describe in detail how you would handle and irate parent.

It is a slow day and you notice that you have some free time. What do you do with that free time?

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and with cause."

Realizing this is a business of children, I understand that by signing this I am allowing Jump Start Gymnastics to perform various background checks.

Signature: _____ Date: _____