

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

## Application for Office Employment

Last Name \_\_\_\_\_ First \_\_\_\_\_ Today's Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address \_\_\_\_\_

Position desired \_\_\_\_\_

How many hours per week do you desire? \_\_\_\_\_ Pay expected \_\_\_\_\_

When can you start? \_\_\_\_\_

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

Signature X \_\_\_\_\_ Date \_\_\_\_\_

School Name & Location	Course of Study	No.of Years Completed	Did You Graduate

Available to work:

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
8:30 - 3 p.m.							
3 - 8:00 p.m.							

What experience do you have with?

MS Word: \_\_\_\_\_ Excel: \_\_\_\_\_ Power Point \_\_\_\_\_

Access: \_\_\_\_\_ Typing/wpm? \_\_\_\_\_

Specialized Skills – Can you use a Fax Machine yes no

Copy Machine yes no Adding Machine yes no

Do you have any bookkeeping experience? \_\_\_\_\_ If so, what? \_\_\_\_\_

Are you now, or have you ever been: CPR Certified \_\_\_\_\_ First Aid Certified? \_\_\_\_\_  
 (If so, please list the approximate date of certification)

FORMER EMPLOYERS (List below your last three employers, starting with last one first.)

Date Month/Year	Name & Address 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 the best? \_\_\_\_\_ Why? \_\_\_\_\_

Which job did you like the least? \_\_\_\_\_ Why? \_\_\_\_\_

If you are currently employed, may we contact your current employer? \_\_\_\_\_

Is it your intent to continue in your current job(s) if you work here? \_\_\_\_\_

Please account for any periods of unemployment during the past 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: Give the names of three persons not related to you who you have worked for.

Name	Phone Number	Business	Years Acquainted
1.			
2.			
3.			

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

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

What do you think is the most important goal to achieve in a business such as this?

“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 Patti’s All-American Gymnastics to perform various background checks.

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Signature

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Date