



219-865-2274

Please fill out and return in person between Mon-Fri, 9-5pm

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 _____

Have you ever used another name? _____ Are you over 18? _____

Street Address _____ City _____ State _____

Zip Code _____ Home Phone _____ Cell # _____

E-mail address (print) _____

Position desired _____

Name and address of parent or guardian if applicant is a minor _____

What prompted you to apply here? Circle one: NWI Times newspaper NWI Times online Facebook

Craig's List WOM/their name _____ Our electronic sign Nothing (walk-in)

What is your desired rate of pay? _____

How many hours per week do you desire? _____ When can you start? _____

Have you ever been convicted of a crime that has not been expunged by the court, other than a minor traffic offense? Yes No Answering "Yes" does not constitute an automatic bar to employment. Such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

If yes, please provide details (dates and location for all convictions) _____

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 - 9:00 p.m.							

Why would these hours work for you? _____

Have you ever been dismissed from employment or laid off? _____ Why? _____

Can you, after employment, submit verification of your right to work in the United States? _____

Check off areas you are currently certified in: First Aid Certified _____ CPR Certified _____

Any other certifications? _____

Please list any job-related organizations, professional clubs societies or associations to which you belong. You may omit any that indicate your race, religion, national origin, national origin, sex, age, ancestry, etc...

Our hours vary from week to week and occasionally you may be asked to stay late, leave early, or come in and sub on your day off. Do you foresee any problems with this? _____

FORMER EMPLOYERS List last three employers, starting with the most recent one first. If you do not have former employees, please provide three professional and/or character references.

DATE MONTH/YEAR	NAME	WORK PHONE NUMBER EMAIL	SALARY	POSITION	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					

If currently employed, may we contact your current employer? _____

Which of these jobs did you like best? _____

Why? _____

What did you like least? _____

Are you proficient in Microsoft Office Suite? _____

Typing/wpm? _____

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

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

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.

Signature

Date

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