

## **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: Facebook    Indeed    Craig's List    Our electronic sign

WOM/their name \_\_\_\_\_ Other \_\_\_\_\_ Nothing (walk-in)

What is your desired rate of pay? \_\_\_\_\_

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

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

Available to work: Please **X** in the boxes you are available

	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	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? \_\_\_\_\_

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

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“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

