|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NEWBURGH TUMBLING |  |  |  |  |
|  **Employee Application** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **APPLICANT INFORMATION** |   |   |   |   |   |   |
| Last Name: | First: |   | M.I. | Date: |   |
| Street Address: |   |   | Apartment/Unit # |   |   |
| City: | State: |   | ZIP: |   |   |   |
| Phone: | Email Address: |   |   |   |   |   |
| Referred By: | Are you under the age of 16? | YES □ No □ | Are you 18 years or older? |   | YES □ | NO □ |
| Position Applied For: | Availability (Days/Times): |   | Desired Salary: |   |
| Are you a citizen of the United States? YES □ NO □  | If no, are you authorized to work in the U.S.?  | YES □ NO □ |
| Are you currently employed? YES □ NO □  | If so, may we inquire of your present prior employer? |   | YES □ NO □ |
| Have you ever been convicted of a misdemeanor, gross misdemeanor, or felony? YES □ NO □  |   |   |
| If yes, explain: |  |  |  |  |  |  |
| **EDUCATION** |   |   |   |   |   |   |
| **School Name & City/State** | **Course of Study** | **# of Years Completed** | **Did you Graduate?** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **PREVIOUS EMPLOYMENT** |   |   |   |   |   |   |
| **Company** | Phone |   | Supervisor |   |   |   |
| Job Title | Starting Salary |   | Ending Salary |   |   |
| Responsibilities |   |   |   |   |   |   |
| From To | Reason for Leaving |   |   |   |   |
| May we contact your previous supervisor for a reference? YES □ NO □  |   |   |   |
| **Company** | Phone |   | Supervisor |   |   |   |
| Job Title | Starting Salary |   | Ending Salary |   |   |
| Responsibilities |   |   |   |   |   |   |
| From To | Reason for Leaving |   |   |   |   |
| May we contact your previous supervisor for a reference? YES □ NO □  |   |   |   |
| **REFERENCES** |   |   |   |   |   |   |
| *Give below the names, addresses and phone numbers of three persons not related to you and not a former employer:* |  |
| Full Name |   | Relationship |   |   |   |
| Years Known |   | Phone |   |   |   |   |
| Address |   |   |   |   |   |   |
| Full Name |   | Relationship |   |   |   |
| Years Known |   | Phone |   |   |   |   |
| Address |   |   |   |   |   |   |
| Full Name |   | Relationship |   |   |   |
| Years Known |   | Phone |   |   |   |   |
| Address |   |   |   |   |   |   |
| **SPECIAL SKILLS AND EXPERIENCE** |   |   |   |   |   |   |
| Tell us why you would be good at the job you have applied for: |   |   |   |   |   |
|   |   |   |   |   |   |   |
| Please list skills or experience which you feel especially qualifies you for the position: |   |   |   |   |
|   |   |   |   |   |   |   |
| Where and for how long did you have lessons in gymnastics, tumbling or cheerleading? |   |   |   |
|   |   |   |   |   |   |   |
| Former teachers and coaches: |   |   |   |   |   |   |
|   |  |  |  |  |  |   |
| Any awards or titles won in gymnastics, tumbling or cheerleading? |   |   |   |   |   |
|   |   |   |   |   |   |   |
| Can you think of anything that might hinder you from performing any job duties? |  |  |  |   |
|   |   |   |   |   |   |   |
| Do you have your own car?\_\_\_\_\_\_\_\_ If no, explain how you plan to get to work: |   |   |   |   |
|   |   |   |   |   |   |   |
| Our hours vary from week to week. Occasionally you may be asked to stay late, leave early, or come in on your day off. What problems do you foresee with this? |
|   |   |   |   |   |   |   |
| Why do you want to be a gymnastics, tumbling or cheerleading instructor? |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **APPLICANT HEREBY UNDERSTANDS AND REPRESENTS:** |   |   |   |   |   |   |
| (a) Applicant hereby gives full authority and permission to Employer to verify the information herein with the business and personal references stated. Applicant also authorizes employer to obtain background information permitted by law. Applicant will execute and deliver such forms as may be required by local, state and federal agencies for employer to obtain or verify background information. Applicant understands that if any such investigations or reports are conducted or obtained, information as may be required by law as to their nature and scope will be supplied upon written request by Applicant.  |
| (b) Applicant represents that the statements and information set forth herein are true, not misleading and complete and understands that the employer will rely on said information in order to make a decision of whether or not to employ Applicant. Applicant may be rejected for employment or Employer may terminate any employment offered or commenced, among other reasons, if it appears any statement or information furnished by the Applicant or Employee is untrue, misleading or incomplete. Applicant (and if employed, each employee) shall inform employer promptly of all changes which occur affecting the information provided employer. |
| (c) If a conditional offer of employment is made by Employer or if Applicant is employed, Applicant shall be required to furnish Applicant's social security number and evidence of citizenship, visa, or other qualification for employment as required or permitted by law. Following a conditional offer of employment made to Applicant. Applicant may be required to submit to a medical examination as to work related abilities or conditions if required of all other persons conditionally offered employment for the same or similar position. If employed, Applicant may thereafter be required to furnish medical history and prior illness or injury information and other information if and to the extent required or permitted by law. |
| (d) APPLICANT ACKNOWLEDGES THAT IF EMPLOYED BY EMPLOYER, APPLICANT SHALL BE AT ALL TIMES AN EMPLOYEE AT WILL, AND SUCH EMPLOYMENT MAY BE TERMINATED OR SUSPENDED AT ANY TIME BY EMPLOYER, WITH OR WITHOUT CAUSE, OR FOR NO CAUSE WHATSOEVER, IN THE SOLE DISCRETION OF EMPLOYER FOR ANY REASON NOT SPECIFICALLY PRECLUDED BY APPLICABLE LAW. NEITHER THE ACCEPTANCE OF THIS APPLICATION, NOR AN OFFER OF EMPLOYMENT, NOR THE MENT OF APPLICANT, SHALL CONSTITUTE OR BE CONSTRUED AS A PROMISE, AGREEMENT, OR COMMITMENT OF EMPLOYER OF CONTINUING EMPLOYMENT OF APPLICANT. IF EMPLOYED, APPLICANT SHALL BE REQUIRED TO COMPLY WITH ALL PROPER EMPLOYER POLICIES, RULES AND INSTRUCTIONS, AND EMPLOYER RESERVES THE RIGHT TO AMEND, CHANGE OR TERMINATE ANY SUCH POLICIES, RULES AND INSTRUCTIONS AT ANY TIME IN ITS SOLE DISCRETION UNLESS PROHIBITED BY LAW. |
| **DISCLAIMER AND SIGNATURE** |   |   |   |   |   |   |
| I certify that my answers are true and complete to the best of my knowledge. |   |   |   |   |
| I understand that the employer will require a criminal background check to complete the application process. |   |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| **Signature:** |   |   | **Date:** |   |   |   |