



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

Application for Office Employee

Last Name _____ First _____ Today's Date _____

Street Address _____ City _____

State _____ Zip Code _____ Home Phone _____ Cell # _____

E-mail address _____

Position desired _____ Pay expected _____

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

Realizing this is a business of children, I understand that by signing this application, I am specifically authorizing X-Cel 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 - 9:30 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:					

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	Email Address	Business	Years Acquainted

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

It is a slow day in the office 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 X-Cel Gymnastics to perform various background checks.

Signature

Date