



Does the following statement describe your feelings about coaching?

GYMNASTIX TRAINING CENTER is dedicated to providing quality sports instruction while enhancing children's self-confidence, physical fitness, and athletic ability in a safe and enjoyable, family-centered environment.

If yes...you belong here.

Please complete the entire application and supporting documents and submit to the background screening procedure as described herein. Any incomplete information could delay the hiring process. As soon as you have all the necessary documentation, return them all along with a resume (if applicable). Interviews will commence once this documentation is reviewed and the "Green Light" is given from the background screen. As a reminder...fees for the background screening will be split 50/50 between the employee and the company should you be hired by the company.

Return documents to:

Kevin Earney

Gymnastix Training Center
4775 Thompson Mill Road
Buford, GA 30518

Contact information:

E-mail: kevin@gymnastix.net
Phone: 678-546-6626



EMPLOYMENT APPLICATION

Three Character References Required for Employment

To be considered for hire at Gymnastix Training Center you are required to supply at least three references attesting to your character and suitability for employment. References MUST be on file before final hiring decisions can be made.

PERSONAL DATA

Name (last)	First	Middle	Social Security No.	
Address (Street)	City/State	Zip	Phone	Alternate Phone
Are you 18 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no If no, enter your age ____ yrs. and DOB ____/____/____				
Are you a citizen of the US or do you have a legal right to work in the US? <input type="checkbox"/> yes <input type="checkbox"/> no (employment subject to 1-9 form)				
Have you ever been convicted of anything other than a traffic violation? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, explain:				
Have you ever been convicted for any crime involving physical violence or sex related offense? If yes, explain:				
Have you ever worked at Gymnastix Training Center? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, who was your supervisor and under what conditions did you leave employment?				
Positions/departments you are applying for?		How did you learn about us?		
Pay range expected	Full Time Part Time Summer Only Other:		Date you are available to start work?	

AVAILABILITY

When are you available to work?	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Hours Available							

☐ I can be flexible with my schedule.

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At Gymnastix Training Center, teaching physical education skills to children or generally supervising children in a physical environment sometimes requires quick or unexpected movements including lifting or catching (spotting) children weighing up to 150 lbs. or more. Additionally, teaching positions also often require lifting and adjusting heavy sports apparatus. Job positions in the fitness center and pro shop require unloading and lifting heavy boxes weighing as much as 50 lbs. or more. Facility cleaning/maintenance positions require loading/unloading and Maneuvering ladders and heavy boxes and heavy equipment weighing as much as 100 lbs. or more. Under the American with Disabilities Act of 1991 Gymnastix Training Center will reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If a staff member is disabled and requires accommodation, they may request it at any time during the interview process. They are obligated to inform the program director of their needs if it will impact their ability to perform the job for which they are applying. Please indicate below if you have any current or past conditions which might keep you from safely performing the physical requirements of the position(s) for which you are applying.

☐ Yes, I have read the job description that I am applying for and I am able to perform the duties and physical

requirements of the position(s) for which I applied without jeopardizing my safety or the safety of Gymnastix Training Center's students, clients, guests, co-workers or others

EDUCATIONAL DATA

Name and location of school: Graduated? Years completed Major/course study:

High School ☐ yes 1 2 3 4
 ☐ no

College/other ☐ yes 1 2 3 4
 ☐ no

Describe honors, apprenticeships, post graduate education, or specialized training

EMPLOYMENT HISTORY

COMPANY NAME Address Telephone no.

Name of immediate supervisor: ☐ I am no longer employed at this company
 ☐ I am currently employed at this company and it is **OK** to contact this person
 ☐ I am currently employed at this company, please **DO NOT** contact this person

Start wage \$ Final wage \$ Reason for leaving?

Start Date / / Final Date / /

Job title or position: Describe your duties and responsibilities:

COMPANY NAME Address Telephone no.

Name of immediate supervisor: ☐ I am no longer employed at this company
 ☐ I am currently employed at this company and it is **OK** to contact this person
 ☐ I am currently employed at this company, please **DO NOT** contact this person

Start wage \$ Final wage \$ Reason for leaving?

Start Date / / Final Date / /

Job title or position: Describe your duties and responsibilities:

OTHER ACCOMPLISHMENTS (school, job, awards, distinction, certifications, volunteer work)

PLEASE TELL US ABOUT YOURSELF...

Warmth, friendliness and a desire to serve are essential qualities for *Gymnastix Training Center* employees. At the end of each day, our Clients go home with only their memories of the way they were treated. Please tell us about you and your ability and desire to become part of the *Gymnastix Training Center* family.

AUTHORIZATION FOR BACKGROUND CHECKS

Gymnastix Training Center's number one concern is to provide a safe and happy environment for its students. Please know that *Gymnastix Training Center* performs background checks on all employees.

I understand and agree that I am responsible for submitting to the background screening procedure and I acknowledge that my initial and continued employment is conditional upon the results of these checks. I further understand and agree that I am responsible for any and all fees associated with such background checks. Additionally, should the applicant be hired, the fees associated with such a background check will be reimbursed to the newly hired employee within two pay periods.

Signature:

Date:

UNDERSTANDING & AGREEMENT (please read each statement carefully)

I certify that the statements given on this application or during an interview including my qualifications are true and complete and I authorize investigation of the same with the exception of contacting my current employer if I have so requested in this document. I have read and agree with the above statement.

initial here:

I understand that if I am hired that any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree with the above statement.

initial here:

I authorize the references given on this application and during any interview to give to representatives of *Gymnastix Training Center* any and all information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and I release all parties from any and all liability from any damage that may result. I have read and agree with the above statement.

initial here:

I understand that if I am hired my continued employment is contingent upon my successful performance during a new hire period of 90 days. I have read and agree with the above statement.

initial here:

I understand that if I am hired my ongoing employment will be AT WILL meaning employment may be terminated by either party at any time with or without reason and with or without notice. I further understand that this AT WILL agreement cannot be changed in any way except through a written understanding signed by the Company President. I have read and agree with the above statement.

initial here:

Signature:

Date:

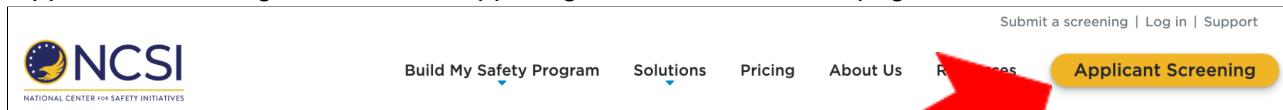
Gymnastix Training Center is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against applicants or employees on the basis of race, color, gender, marital status, religion, national origin, age, veteran status, disability or any other basis prohibited by local, state or federal law. No question on this application is intended for or will be used for the purpose of limiting or excusing any applicant's consideration for employment.

BACKGROUND SCREENING PROCESS

Gymnastix Training Center's is committed to providing a safe and happy environment for its students, customers and employees. We have a working partnership with National Center for Safety Initiatives (NCSI) through which we will engage in a comprehensive background screening program for all staff members.

Gymnastix Training Center requires all potential employees to submit to the background screening procedure and be responsible for any fees associated with such background checks. Should the applicant be hired, the fees associated with such a background check will be split 50/50 between the employee and the company and any reimbursement to the hired employee will be made on the first paycheck.

To complete the background check, Simply go to <https://solutions.ncsisafe.com/> and click on the yellow "Applicant Screening" button in the upper-right corner of the homepage:



Then complete these easy steps:

- Step 1: Click #1, "Submit my background screening application"
- Step 2: Enter Self Registration Number: **39617693**
- Step 3: Enter Your Information as Requested then provide an ID and address if required
- Step 4: Complete the Criminal History Information
- Step 5: Review the entered information
- Step 6: Provide Electronic Signature
- Step 7: Agree to Terms of Use and then the Disclosure Agreement
- Step 8: Provide Consent and Authorization
- Step 9: Provide Payment Information (Visa/MasterCard)

Payment for the screening is \$30.00 plus a \$1.25 online transaction fee.

Please note: Your background screening may require additional payment for local county fees or resubmission before it will be completed. If an additional charge needs to be made, NCSI will email you at the email address you provide. Please be sure to check your email address regularly to decrease delays in the completion of your background screening.

It is important when entering your name; you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

Once you have submitted your information you will receive a confirmation page with a 16-digit Applicant ID Number. The background check generally takes 10 business days to complete and you may check your status by clicking on "Applicant Submission and Status Check" in the upper-right corner of our homepage solutions.ncsisafe.com.

If you have any questions or problems submitting your information, please email clientservices@ncsisafe.com, or verifications@ncsisafe.com or call NCSI at (866) 833-7100.



Three or More Written Character References Required

As an applicant for employment at Gymnastix Training Center, it is your responsibility to supply **three or more written character references** which **must be on file before the hiring process can be completed**. A reference form has been enclosed. Please make additional copies as needed.

Seek your references from the following:

- Former/ Current Supervisors
- Teachers/ School Administrators/Coaches
- Clergy
- Community/Business Leaders
- People for whom you baby-sit
- Friends, family*
- Other

** less objective references such as friends or family are considered but may not hold as much weight as more objective sources such as supervisors or teachers.*

Please deliver references to:

**Gymnastix Training Center
ATTN: Kevin Earney**

by one of the following methods:

- U.S. Mail to: Gymnastix Training Center • 4775 Thompson Mill Rd • Buford, GA 30518
- E-mail: kevin@gymnastix.net
- Hand delivery by applicant to Gymnastix Training Center in a sealed envelope.



This letter is in reference to, _____
who recently applied for employment at Gymnastix Training Center.

Gymnastix Training Center employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at *Gymnastix Training Center*, all applicants are required to supply at least three written character references to help our Company accurately assess each applicant's suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicant's employment process cannot be completed until all reference letters are reviewed. **Confidentiality assured.**

Thank you for your thoughtful assistance,

Kevin Earney
Gymnastix Training Center Leader

E-mail: kevin@gymnastix.net
Phone: 678-546-6626
Fax: 678-546-6628
Gymnastix Training Center
4775 Thompson Mill Road
Buford, GA 30518

1. How long have you known the applicant? _____
2. What is your association/relationship with the applicant? _____

3. Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? **YES NO** If yes, please explain:
4. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to Section of the Georgia code? **YES NO**
5. To the best of your knowledge, has the applicant ever been fired, dismissed, terminated, or been asked to resign from a position because of failure to carry out responsibilities? **YES NO**
6. Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. **Confidentiality assured:**

(please continue on the reverse side)

Signature _____ Date ____/____/____

Print Name _____

Address: _____

Phone: _____ Email: _____

ph: 678.546.6626 fax: 678.546.6628 4775 Thompson Mill Road, Buford, Georgia, 30518

www.gymnastix.net