



Application for Office Employment

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

Last Name _____ First _____ Today's Date _____

Street Address _____ City _____

State _____ Zip Code _____ Home Phone _____ Cell# _____

E-mail Address _____ Position desire _____

What prompted you to apply here? Circle one: NWITimes newspaper NWITimes Online Facebook

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

College post/ which college? _____ Are you a smoker? _____

What is your desire rate of pay? _____ 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 Miami Gymnastics and Dance Academy to perform various background checks, including but not limited to review 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.
8:30a-3p							
3p-8p							

What experience do you have with?

MS Word: _____ Excel: _____ Power Point: _____

Access: _____ Typing/wpm? _____

Specialized Skill – Can you use a Fax Machine? YES NO

Copy Machine YES NO Scan Machine YES NO

Do you have any bookkeeping experience? _____ If so, what? _____
(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	Phone Number Email	Salary	Position	Reason for Leaving
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 three 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. _____

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 your 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 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 Miami Gymnastics and Dance Academy to perform various background checks.

Signature

Date