

# Heart & Soul Employee Application Packet 2017

We pride ourselves at being the highest in standards, and as such, it is vital that you follow the application procedures and provide us with the requested information accurately and completely. Your character and employment endorsement will be judged by your attention to details in this application process.

- I. **Employment Application Process and Procedures:**
  - a. **Application.** Fill out this application in its entirety and turn it into our office.
  - b. **Interview & References.** Once application is reviewed and your references checked, favorable applicants will be contacted for an interview. Please note that more than one interview may be necessary.
  - c. **Observation.** We want to ensure that you are a fit for the H&S family and we want H&S to be a fit for you. For this reason, as a potential H&S employee, you will be asked to familiarize yourself with our gym and observe current H&S employees over a one week time period. WE believe this will provide you with the knowledge to base on a decision on what YOU may be looking for in a work environment. Be advised that this is a time that you are voluntarily spending at the gym to simply observe and ask questions to see if this is the right environment for you. You will not be paid for your time at the gym. At the end of this period, we will meet with you to review your observations and discuss our mutual agreement for the continuance of the employment process.
  - d. **Training.** Upon agreement, you will be invited to join and assist some of our classes with the main staff guiding you. During this 2-3 week phase, you are being paid a minimum wage to cover your time being trained. You will also be required during this time to complete any training clinics and certifications offered to you. It is your responsibility to apply yourself and show us that you are fit to handle this great responsibility in a safe, fun and productive manner for the students.
  - e. **Probation.** Once you have demonstrated your abilities, you will be officially hired on a probation basis for 90 days. During this time, your performance, attendance and conduct will be carefully monitored by management. Objectives will be set for your probation period. You will be required to continue to attend training clinics and observe our training videos and keep a log. You will be expected to ask questions and show interest to improve your skills. You will also be required to obtain appropriate certifications through USAG—such as Safety Certification and Level 1 Training Course.

- f. **Official Staff Member.** After the 90 day probation period, you will be given a written test to demonstrate your understanding of H&S Procedures, Safety Protocol, and technical aspects of the sport. A review meeting will be held with you. Upon good review and demonstrated compliance of H&S philosophy and culture, you will be officially hired.

We congratulate you on embarking on what could be a truly gratifying experience in your coaching career. You could be part of an exceptional team that is changing and enhancing children's lives every day. If you have set high standards for yourself and have a desire to grow as an instructor and educator, H&S is the right place for you. Your technical background as a gymnast or as a high-level coach are important, but H&S is looking for something even greater. We are looking for inspiring character, friendly personalities, and hard work. We believe that skills and technique can be learned but the right personality and attitude towards coaching cannot be taught. This is not a responsibility to be taken lightly. Which is why we will only select the few that have a strong desire to be teachers and develop our children from the inside out. Outgoing personalities, warmth, friendliness, and a desire to serve are essential qualities for Heart and Soul employees and what makes our team great. If you believe you are an enthusiastic, fun, caring, hungry-to-learn, hard working type of person, then Heart and Soul is looking for you!

# **EMPLOYMENT APPLICATION:** Pre-Employment Questionnaire

To receive an interview, this application must be completely filled out.

## **PERSONAL INFORMATION**

Applicant's First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender:  Male  Female Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

Social Security#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you find out about Heart & Soul? \_\_\_\_\_

Person we should contact in case of an EMERGENCY:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## **GYMNASTICS BACKGROUND**

Have you ever done gymnastics?  N  Y Where? \_\_\_\_\_

Have you competed as a gymnast?  N  Y What levels? \_\_\_\_\_

Have you ever coached gymnastics  N  Y Where? \_\_\_\_\_

List What You have coached:  Parent/Tot  Pre-School  Recreational  
 Team  Adult  Cheer  Dance  Camps  BD Parties  Sleepovers

What other activities have you coached? \_\_\_\_\_

Are you Safety Certified by USAG?  N  Y Expiration Date: \_\_\_\_\_

Do you have a USAG Pro Number?  N  Y USAG# \_\_\_\_\_

## **EMPLOYMENT DESIRED**

Have you every applied to Heart & Soul before?  N  Y When: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position applying for:  Office  Dance  Coaching ( Preschool  Rec  Team)

If other please specify: \_\_\_\_\_

Part-Time  Full-Time Date you can start: \_\_\_\_/\_\_\_\_/\_\_\_\_

What salary are you expecting per hour: \$ \_\_\_\_\_

Please list any special skills we should know about: \_\_\_\_\_

Availability:

Mon From: \_\_\_\_\_ To: \_\_\_\_\_

Tues From: \_\_\_\_\_ To: \_\_\_\_\_

Wed From: \_\_\_\_\_ To: \_\_\_\_\_

Thur From: \_\_\_\_\_ To: \_\_\_\_\_

Fri From: \_\_\_\_\_ To: \_\_\_\_\_

Sat From: \_\_\_\_\_ To: \_\_\_\_\_

Sun From: \_\_\_\_\_ To: \_\_\_\_\_

**REFERENCES:**

Please give us the names of three persons not related to you, whom you have known at least one year.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

**FORMER EMPLOYER INFORMATION** Are you currently employed?  Y  N

Start with your last employer.

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Position: \_\_\_\_\_ Job Description: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
\_\_ Salary \_\_ Hourly Amount: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_ I'm currently employed at this company. Please DO NOT Contact.

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Position: \_\_\_\_\_ Job Description: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
\_\_ Salary \_\_ Hourly Amount: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_ I'm currently employed at this company. Please DO NOT Contact.

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Position: \_\_\_\_\_ Job Description: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
\_\_ Salary \_\_ Hourly Amount: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_ I'm currently employed at this company. Please DO NOT Contact.

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone:(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Position: \_\_\_\_\_ Job Description: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
\_\_ Salary \_\_ Hourly Amount: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_ I'm currently employed at this company. Please DO NOT Contact.

**MEDICAL/HEALTH RECORD**

Have you ever been injured while working at your previous employments?  
N Y Did you have to take time off work? N Y How long?\_\_\_\_\_

Do you have any musculoskeletal or joint problems?  
N Y If Yes, Please describe:\_\_\_\_\_

Have you ever had a surgical procedure done due to an injury?  
N Y If Yes, please describe:\_\_\_\_\_

Have you ever had a claim against Workers Compensation Insurance?  
N Y

Do you have any physical limitations that preclude you from performing any work  
for which you are being considered?  
N Y If Yes, please describe:\_\_\_\_\_

At Heart & Soul, 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 required lifting  
and adjusting heavy apparatus.

“I am able to perform the physical requirements of the position(s) for which I  
applied without jeopardizing my safety or the safety of Heart & Soul’s students,  
clients, guests, coworkers or others. I have read and agree to the statements above.”

INITIAL HERE:\_\_\_\_\_

**EDUCATIONAL INFORMATION**

High School:\_\_\_\_\_ Location:\_\_\_\_\_ Years Attended:\_\_\_\_\_  
College:\_\_\_\_\_ Location:\_\_\_\_\_ Years Attended:\_\_\_\_ Graduated:\_\_\_Y\_\_N  
Graduate School:\_\_\_\_\_ Location:\_\_\_\_\_ Years Attended:\_\_\_\_ Graduated:\_\_\_Y\_\_N  
Other:\_\_\_\_\_ Location:\_\_\_\_\_ Years Attended:\_\_\_\_ Graduated:\_\_\_Y\_\_N

Please list all languages you speak fluently:\_\_\_\_\_

**PERSONAL STATEMENT**

Why did you choose to apply at Heart & Soul instead of another gym? \_\_\_\_\_

\_\_\_\_\_

Why should Heart & Soul consider your application? \_\_\_\_\_

\_\_\_\_\_

What do you think you will bring and add to Heart & Soul that would benefit our gym? \_\_\_\_\_

\_\_\_\_\_

**CRIMINAL BACKGROUND**

Have you ever been convicted of anything other than traffic violations?

N  Y If Yes, please explain: \_\_\_\_\_

H&S's number one concern is provide a safe and happy environment for its students. Please know, H&S performs background checks on all employees.

"I understand and agree that the Company will administer background checks on me and my initial and continued employment is conditional upon the results of these checks. I authorize these investigations and release H&S and all parties from liabilities for any damage that may result in furnishing the information"

INITIAL HERE: \_\_\_\_\_

**UNDERSTANDING AND AGREEMENT**

I have read and understand the procedures of employment at H&S \_N \_Y

I have read and understand the phases of employment at H&S \_N \_Y

I have read and understand the qualifications and requirements for employment at H&S \_N \_Y

I have read and understand the required professional certifications for employment at H&S \_N \_Y

I have read and understand the procedures during the training phase at H&S \_N \_Y

I have read and understand that I will not be given a wage during the initial voluntary observation at H&S \_N \_Y

I have read and understand that I will be given a wage if I can perform my job description independently at H&S \_N \_Y

**CERTIFICATION TO ACCURACY & UNDERSTANDING OF TERMS IN APPLICATION**

“I certify that the facts contained in this application or during the interview are true and complete to the best of my knowledge and understand that, if employed false, incomplete, misleading statements on this application or during interview shall be grounds for immediate dismissal” INITIAL HERE: \_\_\_\_\_

“I authorize investigation of all statements contained herein and references listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal, or otherwise and release all parties from all liabilities for any damage that my result furnishing same to you.” INITIAL HERE: \_\_\_\_\_

“I understand that if I am hired my continued employment is contingent upon my successful performance during a 90 day introductory period. I also understand and agree that, if hired, my ongoing employment will be AT WILL for no definite period and may, regardless of the date of employment or my wages, be terminated at any time with our without prior notice or reason.” INITIAL HERE: \_\_\_\_\_

“I understand and agree with the phases of employment and the application process set forth in this application. If given a chance to be employed for the introductory period, I agree to study hard and improve my knowledge to fit in to H&S culture and system of operation. I agree to be prepared for any certifications and examinations that may be set forth at any time during my employment.” INITIAL HERE: \_\_\_\_\_

“My signature below certifies to the fact that I have read and understand all the information presented to me under this application packet, and by applying I am in accordance with the policies and procedures of H&S as set forth in this application. “

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

