



HGC
 HASTINGS
 GYMNASTICS
 CENTER, INC.

EMPLOYMENT APPLICATION

Hastings Gymnastics Center, Inc
 2628 Millard Avenue Hastings MN
 phone: 651-437-8883 fax: 651-437-2413
www.hgconline.net

Three Character References Required for Employment

To be hired at HGC, you are required to supply three references which attest to your suitability for your employment at this facility. **References MUST be on file before the hiring process can be completed.** Please see attached envelope for instructions.

PERSONAL DATA

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------|--------------------------|
| Name (last) | First | Middle | Social Security # |
| 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 USA or have legal right to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No (employment subject to I-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 below 11/29/2005 | | | |
| Have you ever worked at HGC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who was your supervisor and under what conditions did you leave employment? | | | |
| Position/Department you are applying for? | | How did you learn about us? | |
| Pay range expected | Seasonal or year-round? | Date you are available to start work? | |
| <p>At HGC, 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 150lbs or more. Additionally, unloading and lifting heavy boxes weighing as much as 50 lbs or more. Facility cleaning/maintenance positions require loading/unloading and maneuvering ladders, heavy boxes, and heavy equipment weighing as much as 100 lbs or more. 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.</p> <p><input type="checkbox"/> Yes, I am able to perform the physical requirements of the position(s) for which I applied without jeopardizing my safety or the safety of HGC students, clients, guests, coworkers or others.</p> | | | |

At HGC, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at HGC is AT WILL which means that either party, the employee or the Company, can terminate employment at anytime, with or without reason.

EDUCATIONAL DATA

| Name and location of school | Graduated? | Years completed | Courses study |
|-----------------------------|------------------------------|-----------------|---------------|
| High School | <input type="checkbox"/> yes | | |
| | <input type="checkbox"/> no | 1 2 3 4 | |
| College/other | <input type="checkbox"/> yes | | |
| | <input type="checkbox"/> no | 1 2 3 4 | |

Describe honors, apperenticeships, postgraduate education, or specialized training

EMPLOYMENT HISTORY

| | | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Company Name | Adress | Telephone Number |
| Name of immediate supervisor | <input type="checkbox"/> I am no longer employed at this company <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person | |
| Starting Wage: \$ | Final Wage: \$ | Reason for leaving: |
| Start Date: ___/___/___ | Final Date: ___/___/___ | |
| Job Title or Position | Describe your duties and responsibilities | |

| | | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
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| Starting 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, certification, volunteer work)

| |
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| |
|--|

UNDERSTANDING & AGREEMENT (please read each statement carefully)

I certify that the statement given on this application or during an interview 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 to the above statement.

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 to the above statement.

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

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 to the above statement.

Signature: _____ Date: ___/___/___

HGC is and 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.

AUTHORIZATION FOR BACKGROUND CHECKS

HGC's number one concern is to provide a safe and happy environment for its students. To that end, please know, HGC performs background checks on employees.

I understand and agree that the Company will administer background checks on me and that initial and continued employment is conditional upon the results of these checks.

Signature: _____ Date: ___/___/___

ABOUT YOU

Warmth, friendliness and a desire to help others are essential qualities for all positions at HGC. At the end of each day, our clients go home with only their memories of the way they were treated by each employee they encountered. Knowin this, please use the space below to tell us anything you feel would help us understand why you and HGC would make a great team.



This letter is in reference to _____
who recently applied for employment at HGC.

HGC employees work with and around children often in an unsupervised environment. Therefore, in order to be considered for employment at HGC, all applicants are required to supply **three written character references** to help our company accurately assess each applicant's suitability for employment. You are requested to complete and return this form to the address listed below. Time is of the essence. Confidentiality is assured.

Thank you for your thoughtful assistance.

Lawrence Belk
E-mail: LawLB251@msn.com
Phone: 651-437-8883
Hastings Gymnastics Center
2628 Millard Avenue
Hastings, MN 55033

- 1) How long have you known the applicant?
- 2) Describe your association/relationship with the applicant?(friend, coworker, relative, etc)
- 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 plead guilty to child abuse or any violent crimes or had a child removed from their home?
YES NO
- 5) To the best of your knowledge, has the applicant ever been dismissed or been asked to resign from a position because of a failure to carry out responsibilities?
YES NO
- 6) Please summarize your opinion of this applicant's character in a particular their suitability to work with or around children. Continue on reverse side if necessary:
Confidentiality is assured:

Signature _____ Date: _____

Name (print) _____

Address: _____

Phone: _____ E-mail: _____

