

# AcroSport Gymnastics

## EMPLOYMENT APPLICATION PACKET

3109 Rose of Sharon Rd

Durham, NC 27712

919-620-7600

Cindy@acrosportgymnasticsnc.com

### **Enclosed in this packet:**

1. Advice to Applicants
2. Important Issues to Consider
3. Employment Application

### **Directions for completing Employment Packet:**

1. Read the Advice to Applicants (pg. 2): (keep for your records)
2. Read the Important Issues to consider (pgs. 3-4): (keep for your records)
3. Complete Employment Application (pgs. 5-6)
4. Turn in completed Employment Application to Cindy Cotten
5. Our Director will contact you regarding your employment application

**Please follow all the directions carefully when filling out the Employment Application.**

Thank you!

Thank you for your interest in employment at AcroSport Gymnastics. In the following section we have outlined some helpful advice for applicants to consider before applying for employment at AcroSport Gymnastics. We believe that in order for AcroSport to accomplish our mission and reach our goals, we need people who are truly aligned with the principles and standards that are necessary to reach these ends. Listed below are several goals of AcroSport Gymnastics.

**Our Goals Are to:**

1. **Operate the premier children's and teen center in our area.** For the company to reach this goal we must be a team of people who are completely dedicated to helping kids and teens. As a team, our first and foremost priority is to provide a positive and safe experience that will raise a child's self-esteem. We believe our ability to operate the premier kids center will always be determined by our ability to provide an exceptional and professional level of service that exceeds all of the customer's expectations. Exceeding the expectations of the customers will lead to loyal customers. We will always be searching for new, innovative ways to exceed expectations.
2. **Have a positive impact on as many kids and teens as possible.** We believe that working with kids and teens is one of the most noble and honorable things a person can give their life and energy to. Our world needs more people dedicated to this invaluable mission. The company's goal is to have a positive impact on as many kids and teens in our communities as possible. We are passionate about our pursuit of this mission. Any decision, behavior, or action within the company must be in line with this mission.
3. **Be a place where people love to work.** We strive to provide our employees with the most rewarding and meaningful experiences of their life. We work to provide employees with a trusting, kind, and positive place of employment. Our approach is to create a culture that utilizes every team member's gifts and talents to their full potential. The company culture is based on the belief that we must work together as a team, not as individuals. The success of the company depends on our ability to work together as a team, not the success of each individual employee. Therefore, it is every employee's responsibility to assist other employees in achieving success. This responsibility is key to creating a place people love to work. If your goal is to help your fellow team members achieve new heights of success, then you will naturally be contributing to the progressive development of a positive work environment.
4. **Be a business that models good citizenship to the community.** We want to model for our students and customers good citizenship. We accomplish this through supporting various charities, organizations, and/or community events. Our goal is to always maintain an active role in giving monies, services, or volunteers to support the betterment of our community.
5. **Have an exciting time changing the world.** AcroSport Gymnastics is a fun and exciting place to work. One of the best experiences in the world is seeing a child's face filled with a smile ear-to-ear and knowing that you contributed to that joy; that is true fun and excitement. We also work very hard to keep our environment positive and fun, because if we are having fun, then the students and customers who walk through the doors of AcroSport will have fun.

**Remember that we are not just another job and we are not just looking for another employee. We are looking for people who are naturally aligned with and motivated to pursue our mission, goals, and principles.**

## Important Issues to Consider

Thank you for your interest in working at AcroSport Gymnastics. We have listed several significant issues applicants should consider when applying for employment at AcroSport.

1. Before filling out this application please take time to think carefully about employment at AcroSport Gymnastics. AcroSport is a service business specializing in the education of kids and teens. Consequently we seek to find people who share the same concern for kids and teens and understand the level of professionalism and service that this type of business demands. We take the staff selection process of an applicant very seriously. It is our responsibility to find the most qualified people who believe in the AcroSport mission to provide a safe, educational, and enjoyable environment where participants gain and enhance self-worth, self-confidence, and an "I can" attitude.
2. We will verify all information you provide on your application. Any false or misleading answers will disqualify you from consideration of employment. Honesty is an essential component to being part of the AcroSport team. Therefore it is vital that you provide truthful information about yourself.
3. We will verify all of your references. We must have all three references on file before the application and interview process can be finalized. If you are unable to obtain any references or provide AcroSport Gymnastics with any references, we will not be able to consider you for employment. Please make sure that your references are aware that we will be calling them and we have your permission to contact them. Obtaining references requires some work, but in the end the extra work will help everyone succeed.
4. On the last page of the application, you are given the opportunity to let us know why you would be a great asset to AcroSport. We suggest that you take time to think about yourself and present a strong case for why AcroSport Gymnastics should hire you.
5. Once you submit your completed application to the customer service office at AcroSport Gymnastics, the Human Resource director and any necessary program directors will review it. After your application has been reviewed you may receive a phone call to schedule your first interview. At your interview you can expect to answer questions about various situations, and provide your viewpoint on various issues. Based upon our interview observations, reference reviews, and application review, you may be asked to return for a second interview. The second interview process you will also be required to shadow 2 classes (if applying for a teaching position) or a customer service situation (if applying for a customer service position). After these interviews the Human Resource director will inform you on the selection process. Please be patient with the selection process.
6. There are times we hire people on a limited basis and change their duties, increase their hours, and/or provide them with more responsibility as their work performance justifies it.
7. The expectation at AcroSport is that you will take active steps in your own growth both professionally and personally. We believe that in order to contribute to the healthy development of kids, teens, and their parents, we must be actively pursuing ways to grow professionally and personally. Active steps in your growth may include attending trainings, reading books, participating in department meetings, or undergoing performance evaluations. We take great strides to make sure all staff members have avenues and experiences to facilitate their growth and development.

8. We expect every AcroSport Gymnastics staff member to contribute to the growth and success of their fellow team members and the company. Every staff member's performance is evaluated in regards to their own contribution to AcroSport, but also their contribution to their fellow staff member's success.
9. Performance evaluations occur on a regular basis at AcroSport. We feel that regular evaluations contribute significantly to everyone's growth and success. Evaluations provide you an opportunity to know exactly your areas of strength and areas of growth. Evaluations allow us to celebrate your gifts and talents, as well as see areas of improvement.
10. We are committed to improving the health of kids and teens; therefore AcroSport Gymnastics is committed to maintaining a drug-free, tobacco free, and alcohol free workplace. Employees are not allowed to use tobacco and/or alcoholic products while wearing a AcroSport staff uniform.
11. Children need stability to feel safe, especially when they are learning new skills. It is our responsibility to provide students with a stable and safe environment in which they can grow. Therefore we expect staff members to be dedicated, on time, reliable, and committed to working at AcroSport in order to ensure a stable environment for kids. Individuals with constantly changing schedules tend to not work well with our need for stability and commitment.
12. If you are not offered a position at this time, we encourage you to apply again in the future. Sometimes the interview process is overwhelming the first time through and requires a second try. Often it may take two or three times to succeed at something, but you will learn something each time. We encourage you to apply again, if it is your passion to work with kids and teens in this context.

Thank you for your interest in applying for a position at AcroSport Gymnastics. We hope you will be successful in all of your life endeavors.

# AcroSport Gymnastics

## Applicant Information

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

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

Date Available: \_\_\_\_\_ Position Applied For.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Current Availability: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Relevant Experience

List any previous Gymnastics/ Cheerleading experience. Include any coaching, spotting skillsets and/or special training.

\_\_\_\_\_  
\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list two professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

## About You

Fun, friendliness, and a desire to help others are essential qualities for all positions at AcroSport Gymnastics. At the end of each day our students and customers go home with only their memories of the way they were treated by each employee they encountered. Knowing this, please use the space below to tell us what you would contribute to the team and why you would be a good asset to the AcroSport team:

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**Understanding & Agreement (please read each statement carefully)**

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

I authorize the references given on this application and during any interview to give to representatives of AcroSport 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 to 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 to 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 owners of AcroSport Gymnastics. I have read and agree to the above statement. Initial here: \_\_\_\_\_

AcroSport Gymnastics 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 of this application is intended for or will be used for the purpose of limiting or excusing any applicant’s consideration for employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization for Background Checks**

AcroSport Gymnastics number one concern is to provide a safe and healthy environment for its students. To that end, please know, AcroSport will perform a background check on employees. I understand and agree that AcroSport Gymnastics may administer background checks on me and that initial and continued employment is conditional upon the results of these checks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AcroSport Gymnastics**  
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