

# 2009

Version 5

## Employment Application Packet



### Gymnastics World

20914 Nordhoff St. Suite 101  
Chatsworth, CA 91311

Phone: (818) 775-9922  
Fax: (818) 775-9966

[www.GymnasticsWorld.com](http://www.GymnasticsWorld.com)



We pride ourselves at being the highest in standards, and as such, it is vital that you follow the application procedures and supply 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.

### **Employment Application Process and Procedures:**

**(1) Application.** Filling out this application in its entirety and turning it in to our office.

**(2) Interview and References.** Once application is reviewed and your references have been checked, favorable applicants will be contacted for an interview. Please note that more than one interview meeting may be necessary.

**(3) Observation.** We want to ensure that you are a fit for the GW family and we want GW to be a fit for you. For this reason, as a potential GW employee, you will be asked to familiarize yourself with our gym and observe current GW employees over a one to three weeks time period. We believe this will provide you with the knowledge to base a decision on what YOU may be looking for in work environment. Be advised that this is a time that you are voluntarily spending at the gym to simply observe and ask questions and see if this is the right environment for you. You are not getting 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.

**(4) Training.** Upon agreement, you will be invited to join and assist some of our classes with the main coaches guiding you. During this phase, you are being paid a minimum wage to cover your time being trained. 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 children.

**(5) Probation.** Once you have demonstrated your abilities and most importantly your positive personality you will be officially hired on a probation basis for 90 days. During this time your performance, attendance and behavior will be carefully monitored by the management and selected GW staff members. Objectives will be set for your probation period. You will be required to observe our training videos and keep a log. You will be expected to ask questions and show interest to improve your skills. You will be required to obtain the appropriate certifications such as USAG Safety Certification, KAT, and First Aid Certification during this time. You will be reimbursed for this cost after 6-months of continuous employment with Gymnastics World.

**(6) Official Staff Member.** After the 90 day probation period, you will be given a written test to demonstrate your understanding of GW Procedures, Safety and Technical aspects of the sport. A review meeting will be held with you. Upon satisfactory review and demonstrated compliance of GW philosophy and culture, you will be officially hired.

I congratulate you for 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, GW is the right place for you. Your technical background as a gymnast or as a high-level coach are important, but GW is looking for something even greater. We are looking for inspiring character, friendly personalities, and what you can bring to our Gymnastics World team. We believe that skills and techniques can be learned but, the right personality and attitude towards coaching cannot be taught. This is not a responsibility that can be taken lightly. Which is why we will only select the few that have a strong desire to be super teachers and develop children from the inside out. Outgoing personalities, warmth, friendliness, and a desire to serve are essential qualities for Gymnastics World employees and what makes our team so great to be a part of.

At the end of each day our Clients go home with only their memories of the way they were treated here at Gymnastics World, GW is looking for a special group of people that understand and support the same vision. If you believe that you are the enthusiastic, fun, caring and hungry-to-learn type of person then Gymnastics World is looking for you.

Freddy Behin,  
President of Gymnastics World

# Employment Application

## Pre-Employment Questionnaire

An Equal Opportunity Employer



20914 Nordhoff St. Suite 101 • Chatsworth, CA 91311 • (818) 775 - 9922

### PERSONAL INFORMATION

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

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 Gymnastics World? \_\_\_\_\_

#### Person we should contact in case of an EMERGENCY:

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

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

### GYMNASTICS BACKGROUND

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

Have you competed as a gymnast?  N  Y What was your highest competitive level/ranking? \_\_\_\_\_

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

List what you have coached?  Mommy&Me  Pre-School  Recreational  Team  Adult  Cheer  Dance  Camps  BD Parties  Sleepover

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

Are you Safety Certified by USAG?  N  Y Expiration Date: \_\_\_\_\_ If No, were you ever certified?  N  Y What Year: \_\_\_\_\_

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

Have you ever been KAT certified?  N  Y Expiration Date: \_\_\_\_\_

Have you ever attended National Congress?  N  Y Where? \_\_\_\_\_

Have you ever attended any other seminars?  N  Y Where? \_\_\_\_\_

What were the topics of the seminars? \_\_\_\_\_

### EMPLOYMENT DESIRED

Have you ever applied to Gymnastics World before?  N  Y When: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Positions Applying for:  Office  Coaching ( Pre-school  Recreational  Team)

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

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

What salary are you expecting per hour: \$ \_\_\_\_\_  I CANNOT be flexible with my schedule.

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

### Availability

Days	From	To
<input type="checkbox"/> Mon	_____	_____
<input type="checkbox"/> Tue	_____	_____
<input type="checkbox"/> Wed	_____	_____
<input type="checkbox"/> Thu	_____	_____
<input type="checkbox"/> Fri	_____	_____
<input type="checkbox"/> Sat	_____	_____
<input type="checkbox"/> Sun	_____	_____

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## REFERENCES

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

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

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

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

## FORMER EMPLOYER INFORMATION

Start with your Last Employer.

Are you currently employed?  Y  N

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.

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.

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## PHYSICAL / 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 Gymnastics World, 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, or if working in office or food areas, lifting of heavy boxes of up to 100lbs.

"I am able to perform the physical requirements of the position(s) for which I applied without jeopardizing my safety or the safety of Gymnastics World'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: \_\_\_\_ Graduated:  Y  N Subject Studied: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_ Years Attended: \_\_\_\_ Graduated:  Y  N Subject Studied: \_\_\_\_\_

Graduated School: \_\_\_\_\_ Location: \_\_\_\_\_ Years Attended: \_\_\_\_ Graduated:  Y  N Subject Studied: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_ Years Attended: \_\_\_\_ Graduated:  Y  N Subject Studied: \_\_\_\_\_

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

## PERSONAL STATEMENT

Why did you choose to apply at Gymnastics World instead of another gym? \_\_\_\_\_

Why should Gymnastics World consider your application? \_\_\_\_\_

What do you think you will bring and add to Gymnastics World that would benefit our gym? \_\_\_\_\_

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

# GW - Employment Application

## CRIMINAL BACKGROUND

Have you ever been convicted of anything other than traffic violations?  N  Y If YES, please explain: \_\_\_\_\_

GW's number one concern is to provide a safe and happy environment for its students. Please know, Gymnastics World 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 GW and all parties from all liabilities for any damage that may result from furnishing same. I have read and agree to the statement above.

Initial here: \_\_\_\_\_

## UNDERSTANDING & AGREEMENT

- I have read and understand the procedures of employment at GW?  N  Y
- I have read and understand the phases of employment at GW?  N  Y
- I have read and understand the qualifications and requirements for employment at GW?  N  Y
- I have read and understand the required professional certifications for employment at GW?  N  Y
- I have read and understand the procedures during training phase at GW?  N  Y
- I have read and understand that I will not be given a wage during the initial voluntary observation at GW?  N  Y
- I have read and understand that I will be given a wage if I can perform my job description independently at GW?  N  Y
- I have read and understand that I may not have visible tattoos while working at GW?  N  Y
- I have read and understand that I may not have visible unorthodox piercings such as nose, eyebrows, lips, tongue and belly while working at GW?  N  Y

## CERTIFICATION TO ACCURACY AND UNDERSTANDING OF TERMS IN GW 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. I have read and agree to the statement above."

Initial here: \_\_\_\_\_

"I authorize investigation of all statements contained herein and references listed above to give you 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 may result from furnishing same to you. I have read and agree to the statement above."

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 or without any prior notice or reason. I have read and agree to the statement above."

Initial here: \_\_\_\_\_

"I understand and agree with the phases of employment and the application process set forth in this application. I understand that I am required to join GW with the qualifications, experience and certifications set forth in the application packet. If I am not certified and do not meet the qualification criteria, I may obtain the required knowledge and experience from the GW training staff at no charge however I will waive my rights to any compensation during such period. This includes observing and joining other staff during their regular class times. Your compensation will begin once you are able to control and perform your job description independently on your own. If given a chance to be employed for the introductory period, I agree to study hard and improve my knowledge to fit in to GW culture and system of operation. I agree to be prepared for any examinations that may be set forth at any time during my employment and understand that my lack of or unsatisfactory results to any such test, whether in writing, oral or in practice, will subject me to probations and possible termination. I have read and agree to the statement above."

Initial here: \_\_\_\_\_

"My signature bellow certifies to the fact that I have read and understood all the information presented to me under this application packet, and by applying I am in accordance with the policies and procedures of GW as set forth in this application and the staff manuals. I have read and agree to the statements above. "

Initial here: \_\_\_\_\_

TYPE NAME: \_\_\_\_\_

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

Please include a copy of your Driver's License or Photo-ID with this Application.