



Thank you for applying at Bounce! Your application and resume will be carefully reviewed. In order for us to review application effectively, please make sure all materials are submitted at the same time. We *will not* look at any applications if the following checklist is not completed in full.

Checklist:

- Application completed in full
- Reference Letters
- Resume
- Availability Sheet
- Workers Permit (if applicable)

If you are considered for an interview we will call you directly to schedule the first meeting. We have a 3-step interview process that is set up as followed:

1. **Interview with the Manager and/or Director.** During this time we will review the staff handbook, staff principles, teaching principles, and philosophy/mission statement of Bounce.
2. **Job Shadowing Classes.** At the end of the job shadow, a brief recap will be held with the Manager, Director, and/or instructor to discuss the classes, procedures, students, etc. Please allow 2 hours for each job shadowing session.
3. **Final Sit-Down Interview.**

If you have any questions regarding the application, please feel free to contact me at bouncehsc@yahoo.com. Thank you again for considering Bounce as a future employer!

Sincerely,

Melissa Stevens
General Manager

Employment Application
bounce!
 GYMNASTICS • CHEER • TAE KWON DO
 Hartland Sports Center
To Energize and Enrich Kids

2755 Arena Drive □ Hartland, Michigan 48353 □ (810) 632-7222 □ Fax (810) 632-4047 □ hartlandsportscenter.com

PERSONAL INFORMATION

Name (last)	First	Middle	Social Security Number	
Address (Street)	City	State	Zip	
Phone	Cell Phone	Email	Are you over 18	yes no
Are you a citizen of the USA or have a legal right to work in this country?			yes	no
Have you ever been convicted of anything other than a traffic violation			yes	no
Have you ever worked for Bounce, Hartland Sports Center, Conrad's gymnastics, Cheer Elite or Michigan Extreme <i>if yes, who was your supervisor and what conditions did you leave employment?</i>			yes	no
Position you are applying for?	How did you year about us?			
Pay range expected	Seasonal or permanent?	Date you are available to start work?		

At Bounce, 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 require lifting and adjusting heavy sports apparatus. Any positions at Bounce require loading and unloading heavy boxes and heavy equipment weighing as much as 50 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.

____ 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 Bounce's students, clients, guest, coworkers or others.

EDUCATIONAL INFORMATION

Name and location	Graduated?	Years Completes	Major/Course Study
High School	Yes No	1 2 3 4	
College/Other	Yes No	1 2 3 4	
Describe honors, apprenticeships, post graduate education, or specialized training			

At Bounce, our mission is to ENRICH and ENERGIZE children. We do this by helping kids recognize their innate worth and celebrate their accomplishments. We strive to create a FUN learning environment, which will instill a LOVE of LEARNING. Additionally, at Bounce we want to help kids learn to care about and help others and to promote a SAFE environment free from harm.

EMPLOYMENT HISTORY

Company Name	Address	Telephone Number
<hr/>		
Name of immediate supervisor	I am no longer employed at this company I am currently employed at this company and it is OK to contact this person I am currently employed at this company; please do NOT contact this person	
<hr/>		
Start Wage	Final Wage	Reason for leaving?
<hr/>		
Job Title or Position	Describe your duties and responsibilities	

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<hr/>		
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OTHER PROFESSIONAL - SCHOOL REFERENCES (do not list relatives, family members)

Name	Address	Telephone	How acquainted and how long?

OTHER ACCOMPLISHMENTS (school, job, awards, distinctions, volunteer work)

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 same with expectation 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 missing information given herein or during interview shall result in immediate termination. I have read and agree to the above statement. :

I understand that 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. :

I understand that 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:_____

Bounce, Hartland Sports Center is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against applicants or employees on the basis or 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 application's consideration for employment.

Signature_____

Date:_____

ABOUT YOU

Warmth, friendliness and a desire to help others are essential qualities for all positions at Bounce, Hartland Sports Center. 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. Knowing this, please use the space below to tell us anything you feel would help us understand why you and Bounce would make a great team. Please include examples on how you can help ENERGIZE & ENRICH our students.



This letter is in reference to: _____ and his/her recent application for employment at Bounce, Hartland Sports Center.

Applications for employment at Bounce, Hartland Sports Center are requested to supply TWO references which attest to the applicant's suitability for employment at this facility. These references must on file before the hiring process can begin. The person applying for the position above has given s you names as reference on their application for employment with our facility. Please complete and return this form to me at my address listed below as soon as possible. All information received will be kept confidential.

Thank you for your assistance,

Bounce, Hartland Sports Center
2755 Arena Drive
Hartland, Michigan 48353
Phone: (810) 632-7222
Fax: (810) 632-4047
Email: bouncehsc@yahoo.com

1. How long have you known the applicant: _____
2. What is the nature of your association with the applicant? (friend, employee, etc) _____
3. Do you have any reason to suspect that the applicant is not suited to work with children in an unsupervised environment? Yes No
4. To the best of your knowledge, has the applicant ever been dismissed or been asked to resign from a position because of inability to carry out work responsibilities? _____

Please summarize your opinion of this applicant's character and their suitability to work with or around children:

Signature _____

Date: _____

Name (print): _____

Address: _____

Phone Number: _____ Cell Phone: _____



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Signature _____

Date: _____

Name (print): _____

Address: _____

Phone Number: _____ Cell Phone: _____

AVAILABILITY SCHEDULE

Must be completed in full. If you are hired, you are committed to instructing for the duration of the Session. If hired for Session 1 the expectation is that you will also teach the same schedule for Session 2 unless discussed otherwise.

Summer Availability

Middle of June until the end of August

What hours can you be at Bounce? (Please indicate start and ending times)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Session 1

End of August until Mid January

What hours can you be at Bounce? (Please indicate start and ending times)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Session 2

Mid January until early June

What hours can you be at Bounce? (Please indicate start and ending times)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

If necessary, please list any additional hours and/or time restrictions:

FOR OFFICE USE

Application review: _____

Interview set: _____

Job shadow date: _____

Job shadow class: _____

Job shadow class: _____

Instructor to shadow: _____

Date Hired: _____

t-shirt: _____

Key Issued: _____

Picture: _____

Rate of Pay: _____