



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. Your application must be completed in full to be considered.

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 3 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](mailto:bouncehsc@yahoo.com)  
Thank you again for considering Bounce as a future employer!

Sincerely,

Melissa Stevens  
General Manager

# Employment Application



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 a citizen of the USA or have a legal right to work in this country?			yes no
Are you over 18?	yes no	If no, are you able to obtain a work permit?	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, <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 hear about us?	
Pay range expected		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. Additionally, teaching positions require lifting and adjusting heavy sports apparatus. 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

<b>Company Name</b>	<b>Address</b>	<b>Telephone Number</b>
<hr/>		
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	
<hr/>		
Start Wage	Final Wage	Reason for leaving?
<hr/>		
Job Title or Position	Describe your duties and responsibilities	

<b>Company Name</b>	<b>Address</b>	<b>Telephone Number</b>
<hr/>		
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	
<hr/>		
Start Wage	Final Wage	Reason for leaving?
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Job Title or Position	Describe your duties and responsibilities	

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<hr/>		
Start Wage	Final Wage	Reason for leaving?
<hr/>		
Job Title or Position	Describe your duties and responsibilities	

## 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 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 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.

## AVAILABILITY SCHEDULE

Must be completed in full.

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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

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**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: \_\_\_\_\_