



**GYMCO, INC.**  
 2306 CAMELOT RIDGE COURT SE  
 GRAND RAPIDS, MI 49546  
 P. 616-956-0586 F. 616-956-1268  
 WWW.GYMCO.COM

FOR OFFICE USE ONLY

DATE OF INTERVIEW:	INTERVIEWED BY:
REFERENCES CALLED BY:	BACKGROUND CHECKS BY:
DATE OF HIRE:	<input type="checkbox"/> W4/SS/DL ON FILE

**EMPLOYMENT APPLICATION**

**PERSONAL INFORMATION**

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
STREET ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL	EMERGENCY CONTACT (NAME AND PHONE)	

**EMPLOYMENT DESIRED**

TEACHER		OFFICE	
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME
HOW MANY HOURS PER WEEK ARE YOU INTERESTED IN WORKING?		ARE YOU CURRENTLY EMPLOYED?      YES      NO	
PLEASE TELL US A LITTLE ABOUT YOUR AVAILABILITY (MORNINGS, EVENINGS, WEEKENDS, ETC.):			
<input type="checkbox"/> I UNDERSTAND THAT THIS POSITION MAY INVOLVE A WEEKEND ROTATION THAT INCLUDES FRIDAYS AND SATURDAYS.			
<input type="checkbox"/> I AM A CITIZEN OF THE USA AND/OR HAVE A LEGAL RIGHT TO WORK IN THIS COUNTRY.			
EXPECTED STARTING PAY RATE:			
ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK?			
HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?			
<input type="checkbox"/> COLLEGE JOB BOARD <input type="checkbox"/> FRIEND <input type="checkbox"/> CURRENT/PAST GYMCO EMPLOYEE (NAME): <input type="checkbox"/> OTHER (PLEASE SPECIFY):			

**EMPLOYMENT AND EDUCATION**

PLEASE SUBMIT A RESUMÉ DETAILING YOUR EDUCATION AND EXPERIENCE, INCLUDING CURRENT AND PAST EMPLOYMENT, PAY RATES AND REASONS FOR LEAVING PREVIOUS POSITIONS.

**SKILLS AND EXPERIENCE**

SPECIALIZED TRAINING OR JOB-RELATED SKILLS:
VOLUNTEER/LEADERSHIP EXPERIENCE:
FOREIGN LANGUAGES (PLEASE INDICATE WHICH LANGUAGES AND DEGREE OF FLUENCY):
AT GYMCO, TEACHING PHYSICAL EDUCATION SKILLS TO CHILDREN CAN REQUIRE QUICK OR UNEXPECTED MOVEMENTS INCLUDING LIFTING OR CATCHING CHILDREN WEIGHING UP TO 150LBS OR MORE.  TEACHING POSITIONS AT GYMCO OFTEN REQUIRE LIFTING AND ADJUSTING HEAVY SPORTS EQUIPMENT. OFFICE POSITIONS MAY REQUIRE UNLOADING AND LIFTING HEAVY BOXES WEIGHING 50LBS OR MORE.  ARE YOU PHYSICALLY OR OTHERWISE ABLE TO PERFORM THE DUTIES OF THE JOB FOR WHICH YOU ARE APPLYING?  <input type="checkbox"/> YES <input type="checkbox"/> NO (PLEASE EXPLAIN):

**MISSION IMPLEMENTATION**

GYMCO'S MISSION IS <b>'TO TEACH ATHLETIC SKILLS AND BUILD CONFIDENCE.'</b> WE DO THIS IN THE FOLLOWING WAYS: <ul style="list-style-type: none"><li>• BY USING AN INDIVIDUALIZED APPROACH</li><li>• BY PROVIDING APPROPRIATE CHALLENGES WITH THE INSTRUCTIONS AND ENCOURAGEMENT NECESSARY TO CONQUER THEM</li><li>• BY PROVIDING A POSITIVE AND SAFE ENVIRONMENT (PHYSICAL, SOCIAL AND EMOTIONAL)</li><li>• BY PROVIDING POSITIVE ADULT ROLE MODELS</li></ul>
PLEASE TELL US WHY YOU AND GYMCO WOULD MAKE A GREAT TEAM:

**REFERENCES**

MAY WE CONTACT YOUR CURRENT EMPLOYER?

YES (PLEASE PROVIDE SUPERVISOR’S NAME, COMPANY, AND TELEPHONE NUMBER):

NO

PLEASE PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THREE REFERENCES WHO ARE **NOT** RELATED TO YOU AND ARE **NOT** PREVIOUS EMPLOYERS.

NAME	ADDRESS	TELEPHONE NUMBER

**PERSONAL HISTORY**

HAVE YOU EVER BEEN ARRESTED, CONVICTED OR PLEADED GUILTY TO A CRIME?

YES (PLEASE EXPLAIN):

NO

HAVE YOU EVER BEEN ACCUSED OR HAD A VERDICT RENDERED AGAINST YOU IN A CIVIL COURT IN RELATION TO ANY SEXUAL MOLESTATION, ABUSE OR NEGLIGENCE OF A MINOR?

YES (PLEASE EXPLAIN):

NO

**STUDENT PRIVACY POLICY**

IN ORDER TO MAINTAIN CONFIDENTIALITY OF OUR STUDENTS, GYMCO AND ITS TEACHERS WILL NOT TRANSFER EDUCATIONAL INFORMATION TO A THIRD PARTY WITHOUT THE CONSENT OF THE STUDENT’S PARENT OR LEGAL GUARDIAN. *THIS INCLUDES DISCLOSURE OF ANY AND ALL EDUCATIONAL INFORMATION TO A THIRD PARTY, INCLUDING CONVERSATIONS ABOUT HEALTH, BEHAVIOR OR ACADEMIC RECORDS.*

I UNDERSTAND AND AGREE TO COMPLY WITH GYMCO’S STUDENT PRIVACY POLICY.

**CRIMINAL RECORDS CHECK**

A CRIMINAL RECORDS CHECK IS MANDATORY FOR EVERY INDIVIDUAL WHO WORKS OR PLANS TO WORK AT GYMCO.

- THIS IS TO CONFIRM THAT I HAVE GIVEN AUTHORIZATION FOR A CRIMINAL RECORDS AND BACKGROUND CHECK (MANDATORY FOR EMPLOYMENT AT GYMCO).
- I UNDERSTAND THAT THE ABUSE AND NEGLECT OF CHILDREN IS AGAINST THE LAW.
- I UNDERSTAND THAT CAREGIVERS AND TEACHERS ARE REQUIRED BY LAW TO IMMEDIATELY REPORT SUSPECTED ABUSE AND NEGLECT TO CHILDRENS' PROTECTIVE SERVICES.

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**AUTHORIZATION**

I HEREBY REQUEST AND AUTHORIZE THE RELEASE OF INFORMATION WHICH PERTAINS TO ANY RECORD OF CONVICTIONS CONTAINED IN LAW ENFORCEMENT FILES OR IN ANY CRIMINAL FILE MAINTAINED ON ME WHETHER LOCAL, STATE, OR NATIONAL. I HEREBY RELEASE LOCAL, STATE AND NATIONAL ENFORCEMENT AGENCIES FROM ANY LIABILITY RESULTING FROM SUCH DISCLOSURE.

PRINT LEGAL NAME	
DATE OF BIRTH	PLACE OF BIRTH
MAIDEN NAME OR ALIASES	
DRIVER'S LICENSE NUMBER AND STATE	
SOCIAL SECURITY NUMBER	
THE AFOREMENTIONED INFORMATION GIVEN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. SIGNATURE:	
TODAY'S DATE	

**I HEREBY SUBMIT THIS APPLICATION TO GYMCO, INC.  
ALL INFORMATION ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.  
I UNDERSTAND THAT IF I AM HIRED THAT ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION  
GIVEN HEREIN MAY RESULT IN IMMEDIATE TERMINATION.**

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

**TODAY'S DATE:** \_\_\_\_\_