|  |  |  |  |
| --- | --- | --- | --- |
| **kidsaretops_final_logo** | **EMPLOYMENT APPLICATION**  **TOPS Gymnastics Club, Inc.**  **dba KIDS Are TOPS Sports Center**  7644 Paragon Road • Centerville, OH 45459  phone 937-435-7626 • fax 937-435-2199  www.kidsaretops.com | |  | | --- | | **ORIGINAL** distributed to:\_\_\_\_\_\_\_\_\_  **COPIES** distributed to:  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Three or More Character References Required for Employment**

To be hired at KIDS Are TOPS Sports Center, you are required to supply at least three references which attest to your suitability for employment. **References MUST be on file before the hiring process can be completed**. Please read further for instructions.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **PERSONAL DATA** | | | | | | | | |
| Name (last) | First | | Middle | | | Social Security No. | |
| Address (Street) | City / State | | Zip | Home Phone  ( ) | | | Cell Phone  ( ) |
| Are you 18 years of age or older? □ yes □ no If no, enter your age \_\_\_\_\_\_ years and DOB \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | | | | | |
| Are you a citizen of the USA or have a legal right to work in the U.S.? □ yes □ no (Employment subject to I-9 form)  Have you ever been convicted of a traffic violation? □ yes □ no If yes, explain below:  Have you ever worked at KIDS Are TOPS (TOPS Gymnastics)? □ yes □ no  If yes, who was your supervisor and under what conditions did you leave employment? | | | | | | | |
| Positions / departments you are applying for? | | | How did you learn about us? | | | | |
| Pay range expected: | | □ Full Time □ Summer Only  □ Part Time □ Other: | | | Date you are available to start work: | | |

|  |  |
| --- | --- |
| |  | | --- | | **AVAILABILITY** | |
| When are you available to work?   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |  |  |  |  |  |  |  |   Hours  Available: |
| □ I **can** be flexible with my schedule. □ I **can’t** be flexible with my schedule. |

|  |  |
| --- | --- |
| |  | | --- | | At KIDS Are TOPS, 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. Job positions in the store require unloading and lifting heavy boxes weighing as much as 50 lbs. or more. Facility cleaning/maintenance positions require loading/unloading and Maneuvering ladders and heavy boxes and heavy equipment weighing as much as 100 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 KIDS Are TOPS’ students, clients, guests, coworkers or others. | |

At KIDS Are TOPS, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at KIDS Are TOPS Sports Center 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.

|  |  |
| --- | --- |
| |  | | --- | | **EDUCATIONAL DATA** | |
| Name and location of school Graduated? Years completed 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 |

|  |  |
| --- | --- |
| |  | | --- | | **EMPLOYMENT HISTORY** | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **COMPANY NAME** | Address | Telephone No. | | | |  |  | | --- | --- | | 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 | | | |  |  |  | | --- | --- | --- | | Start wage $ | Final wage $ | Reason for leaving? | | Start date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | Final date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | |  |  | | --- | --- | | Job title or position | Describe your duties and responsibilities | | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **COMPANY NAME** | Address | Telephone No. | | | |  |  | | --- | --- | | 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 | | | |  |  |  | | --- | --- | --- | | Start wage $ | Final wage $ | Reason for leaving? | | Start date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | Final date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | |  |  | | --- | --- | | Job title or position | Describe your duties and responsibilities | | | |  |  |  | | --- | --- | --- | | **COMPANY NAME** | Address | Telephone No. | | | |  |  | | --- | --- | | 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 | | | |  |  |  | | --- | --- | --- | | Start wage $ | Final wage $ | Reason for leaving? | | Start date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | Final date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | |  |  | | --- | --- | | Job title or position | Describe your duties and responsibilities | | |

|  |  |
| --- | --- |
| |  | | --- | | **OTHER ACCOMPLISHMENTS (school, job, awards, distinction, certifications, volunteer work)** | |
|  |

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **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 this statement. | |  | | --- | | Initial here: | |
| I understand that if I am hired, any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to this statement. | |  | | --- | | Initial here: | |
| I authorize the references given on this application and during any interview to give to representatives of KIDS Are TOPS Sports Center 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 this 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 this 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 Company President. I have read and agree to this statement. | |  | | --- | | Initial here: | |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| *KIDS Are TOPS 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 on this application is intended for or will be used for the purpose of limiting or excusing any applicant’s consideration for employment.* | |

|  |  |
| --- | --- |
| |  | | --- | | **AUTHORIZATION FOR BACKGROUND CHECKS** | |
| Kids Are TOPS number one concern is to provide a safe and happy environment for its students. Please know KIDS Are TOPS requires background checks on all employees age 18 and over.  I understand and agree that the Company will require background checks on me and my initial and continued employment is conditional upon the results of these checks. Please see separate page for locations around this area where background checks can be obtained.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| |  | | --- | | **PLEASE TELL US ABOUT YOURSELF . . .** | |
| Warmth, friendliness and a desire to serve are essential qualities for KIDS Are TOPS employees. At the end of each day, our Clients go home with only their memories of the way they were treated. Please tell us about you and your ability and desire to become part of the KIDS Are TOPS family. |

**Three or More Written Character References Required**

****

As an applicant for employment at KIDS Are TOPS Sports Center, it is your responsibility to supply **three or more written character references** which **must be on file before the hiring process can be completed**.

**Enclosed:**

1. Four reference forms (you may make photo copies if more are needed).

**Seek your references from the following:**

1. Former / Current Supervisors

2. Teachers / School Administrators / Coaches

3. Clergy

4. Community / Business Leaders

5. People for whom you baby-sit

6. Friends or Family \*

7. Other

**Please deliver references to the KIDS Are TOPS Human Resources Department by one of the following methods:**

1. U.S. Mail to: KIDS Are TOPS Sports Center

7644 Paragon Road

Centerville, OH 45459

2. E-mail attachment to: info@kidsaretops.com

3. Fax: 937-435-2199 \*\*

4. Hand delivery by applicant to KIDS Are TOPS in a sealed envelope with author’s

signature over the envelope flap.

*\* Less objective references such as friends or family are considered but may not hold as much weight*

*as more objective sources such as supervisors or teachers.*

*\*\* To assure confidentiality, please phone 937-435-7626 before faxing.*

**

**This letter is in reference to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who recently applied for employment at KIDS Are TOPS Sports Center.**

KIDS Are TOPS employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at KIDS Are TOPS Sports Center, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant’s suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all reference letters are reviewed.

**Confidentiality is assured.**

**Thank you for your thoughtful assistance,**

**Melissa LaPeer**

**KIDS Are TOPS Human Resource Department Leader**

|  |  |
| --- | --- |
| E-mail: info@kidsaretops.com  Phone: 937-435-7626  Fax: 937-435-2199 (call 937-435-7626 before faxing  to assure confidentiality) | KIDS Are TOPS Sports Center (TOPS Gymnastics)  7644 Paragon Road  Centerville, OH 45459 |

|  |  |  |
| --- | --- | --- |
| 1) How long have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2) What is your association / relationship with the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any  age in an unsupervised environment? **YES** **NO** If yes, please explain:  4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or  any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio  Revised Code? **YES** **NO**  5) To the best of your knowledge, has the applicant ever been fired / dismissed / terminated or been asked  to resign from a position because of failure to carry out responsibilities? **YES** **NO**  6) Please summarize your opinion of this applicant’s character in particular their suitability to work with or  around children. **Confidentially assured:**  (Please continue on the reverse side)   |  |  | | --- | --- | | Signature | Date |   Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**

**This letter is in reference to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who recently applied for employment at KIDS Are TOPS Sports Center.**

KIDS Are TOPS employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at KIDS Are TOPS Sports Center, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant’s suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all reference letters are reviewed.

**Confidentiality is assured.**

**Thank you for your thoughtful assistance,**

**Melissa LaPeer**

**KIDS Are TOPS Human Resource Department Leader**

|  |  |
| --- | --- |
| E-mail: info@kidsaretops.com  Phone: 937-435-7626  Fax: 937-435-2199 (call 937-435-7626 before faxing  to assure confidentiality) | KIDS Are TOPS Sports Center (TOPS Gymnastics)  7644 Paragon Road  Centerville, OH 45459 |

|  |  |  |
| --- | --- | --- |
| 1) How long have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2) What is your association / relationship with the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any  age in an unsupervised environment? **YES** **NO** If yes, please explain:  4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or  any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio  Revised Code? **YES** **NO**  5) To the best of your knowledge, has the applicant ever been fired / dismissed / terminated or been asked  to resign from a position because of failure to carry out responsibilities? **YES** **NO**  6) Please summarize your opinion of this applicant’s character in particular their suitability to work with or  around children. **Confidentially assured:**  (Please continue on the reverse side)   |  |  | | --- | --- | | Signature | Date |   Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**

**This letter is in reference to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who recently applied for employment at KIDS Are TOPS Sports Center.**

KIDS Are TOPS employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at KIDS Are TOPS Sports Center, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant’s suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all reference letters are reviewed.

**Confidentiality is assured.**

**Thank you for your thoughtful assistance,**

**Melissa LaPeer**

**KIDS Are TOPS Human Resource Department Leader**

|  |  |
| --- | --- |
| E-mail: info@kidsaretops.com  Phone: 937-435-7626  Fax: 937-435-2199 (call 937-435-7626 before faxing  to assure confidentiality) | KIDS Are TOPS Sports Center (TOPS Gymnastics)  7644 Paragon Road  Centerville, OH 45459 |

|  |  |  |
| --- | --- | --- |
| 1) How long have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2) What is your association / relationship with the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any  age in an unsupervised environment? **YES** **NO** If yes, please explain:  4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or  any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio  Revised Code? **YES** **NO**  5) To the best of your knowledge, has the applicant ever been fired / dismissed / terminated or been asked  to resign from a position because of failure to carry out responsibilities? **YES** **NO**  6) Please summarize your opinion of this applicant’s character in particular their suitability to work with or  around children. **Confidentially assured:**  (Please continue on the reverse side)   |  |  | | --- | --- | | Signature | Date |   Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**

**This letter is in reference to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who recently applied for employment at KIDS Are TOPS Sports Center.**

KIDS Are TOPS employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at KIDS Are TOPS Sports Center, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant’s suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all reference letters are reviewed.

**Confidentiality is assured.**

**Thank you for your thoughtful assistance,**

**Melissa LaPeer**

**KIDS Are TOPS Human Resource Department Leader**

|  |  |
| --- | --- |
| E-mail: info@kidsaretops.com  Phone: 937-435-7626  Fax: 937-435-2199 (call 937-435-7626 before faxing  to assure confidentiality) | KIDS Are TOPS Sports Center (TOPS Gymnastics)  7644 Paragon Road  Centerville, OH 45459 |

|  |  |  |
| --- | --- | --- |
| 1) How long have you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2) What is your association / relationship with the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any  age in an unsupervised environment? **YES** **NO** If yes, please explain:  4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or  any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio  Revised Code? **YES** **NO**  5) To the best of your knowledge, has the applicant ever been fired / dismissed / terminated or been asked  to resign from a position because of failure to carry out responsibilities? **YES** **NO**  6) Please summarize your opinion of this applicant’s character in particular their suitability to work with or  around children. **Confidentially assured:**  (Please continue on the reverse side)   |  |  | | --- | --- | | Signature | Date |   Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |