



Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

**Application for Minds In Motion Teacher and Office Employment**  
 [Pre-Employment Questionnaire] [An Equal Opportunity Employer]

Last Name \_\_\_\_\_ First \_\_\_\_\_ Today's Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

Position desired \_\_\_\_\_ Social Security # \_\_\_\_\_

How many hours per week do you desire? \_\_\_\_\_ Pay expected \_\_\_\_\_

Are you 18 or older? \_\_\_\_\_ When can you start? \_\_\_\_\_

School Name & Location	Course of Study	No. of Years Completed	Did You Graduate?

Available to work:

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
8:30-3:00 PM							
3:00-8:30 PM							

Have you ever been convicted of a crime?  Yes  No

Have you ever been dismissed from employment or laid off? \_\_\_\_\_ Why? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

What experience do you have with?

MS Word: \_\_\_\_\_ Excel: \_\_\_\_\_ Power Point: \_\_\_\_\_

Access: \_\_\_\_\_ Typing/wpm? \_\_\_\_\_

Specialized skills - Can you use a Fax Machine  Yes  No Copy Machine  Yes  No

Multiple Phone Line  Yes  No Cash Register  Yes  No

Do you have any bookkeeping experience? \_\_\_\_\_ If so, what? \_\_\_\_\_

Are you now, or have you ever had either of the following certifications? If so, please list the approximate date of certification. CPR Certified  No  Yes, dates: \_\_\_\_\_ First Aid Certified  No  Yes, dates: \_\_\_\_\_

FORMER EMPLOYERS (List below your last three employers, starting with the most recent one first.)

Date Month/Year	Names and Address of Employer	Salary	Position	Reason for Leaving	May we contact this employer?
From: _____ To: _____					
From: _____ To: _____					
From: _____ To: _____					
From: _____ To: _____					

Which of these jobs did you like best? \_\_\_\_\_ Why? \_\_\_\_\_

Which of these jobs did you like least? \_\_\_\_\_ Why? \_\_\_\_\_

If you are currently employed, may we contact your current employer? \_\_\_\_\_

Is it your intent to continue in your current job(s) if you work here? \_\_\_\_\_

Please account for any periods of unemployment during the past 3 years. \_\_\_\_\_

What characteristics do you have that would make you a valuable employee to have on staff? \_\_\_\_\_

Do you have any experience working with or around children? Please explain. \_\_\_\_\_

REFERENCES: Give the names of three persons not related to you for whom you have worked.

Name	Phone Number	Business	Years Acquainted
1.			
2.			
3.			

Please describe in detail how you would handle an irate parent.

It is a slow day and you notice you have some free time. What do you do with that free time?

What do you think is the most important goal to achieve in a business such as this?

*"I certify that the facts contained in this application are true and complete to best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.*

*I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."*

*Realizing this is a business of children, I understand that by signing this I am allowing St. Louis Spirits Gymnastics Club to perform various background checks.*

Date: \_\_\_\_\_ Signature \_\_\_\_\_