

Gym Magic, Inc.

2341 Entrada del Sol
Las Cruces, NM 88001
www.gymmagic.com

575.523.1616 (phone)
575.523.6162 (fax)
nancy@gymmagic.com

This letter is in reference to _____, who recently applied for employment at Gym Magic, Inc.

Gym Magic employees work with and around children often in an unsupervised environment. Therefore, in order to be considered for employment at Gym Magic, Inc., all applicants are required to supply three written character references to help our Company accurately assess each applicant's suitability for employment. You are requested to please complete and return this form to the address listed below. Time is of the essence. Confidentiality is assured.

Thank you for your thoughtful assistance,

Nancy L. Bates, PhD, MT(ASCP)

Email: nancy@gymmagic.com

Phone: 575-523-1616

Fax: 575-523-6162

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Las Cruces, NM 88001

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- 1) How long have you known the applicant? _____
 - 2) Describe your association/relationship with the applicant? (supervisor, coworker) _____
(Relatives and friends will be given the lowest weight compared to supervisors, managers.)
 - 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 the laws of New Mexico? YES NO
 - 5) To the best of your knowledge, has the applicant ever been dismissed 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. Continue on the reverse side, if necessary. Confidentiality assured:

Signature _____ Date _____

Name (print): _____

Address: _____

Phone: _____ Email: _____

EMPLOYMENT APPLICATION

Gym Magic, Inc.

dba **Gym Magic Sports Center & Preschool**
Ashley's Garden, Lily Pad Swim School, Dance 'til Dawn
2341 Entrada del Sol
Las Cruces, NM 88001
Phone: 575-523-1616 Fax: 575-523-6162

Three Character References Required for Employment

To be hired at **Gym Magic, Inc.** you are required to supply three references which attest to your suitability for employment at this facility. **References MUST be on file before the hiring process can be completed.** Please see the attached information for instructions.

PERSONAL DATA

Name (Last)	First	Middle	Social Security No.	
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Address (Street)	City/State	Zip	Phone	Cell
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Are you 18 years of age or older? Yes No If no, enter your age _____ Enter your DOB ____/____/____

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 If yes, explain below:

Positions/departments you are applying for?	How did you learn about us?
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When times are you available to work?

							Hours
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

Pay range expected: Full Time Other: _____ Date you are available to start work?
 Part Time
 Summer Only

At Gym Magic, Inc. 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 concession and 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 Gym Magic's students, clients, guests, coworkers or others.

At Gym Magic, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at Gym Magic, Inc. is AT WILL, which means either party, the employee or the Company, can terminate employment at any time, with or without notice and with or without reason.

EDUCATION DATA

Name and Location of school	Graduated?			Years completed				Major
High School	Yes	No	Year?	1	2	3	4	
College/other	Yes	No	Year?	1	2	3	4	

Describe honors, apprenticeships, post graduate education or specialized training:

EMPLOYMENT HISTORY

COMPANY NAME	Address	Telephone Number
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		
Start Wage \$	Final Wage \$	Reason for leaving?
Start Date ___/___/___	Final Date ___/___/___	
Job Title or position	Describe your duties and responsibilities	

COMPANY NAME	Address	Telephone Number
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		
Start Wage \$	Final Wage \$	Reason for leaving?
Start Date ___/___/___	Final Date ___/___/___	
Job Title or position	Describe your duties and responsibilities	

COMPANY NAME	Address	Telephone Number
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		
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, distinctions, 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 the above statement. _____ (initial here)

I understand that if I am hired that any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to the above statement. _____ (initial here)

I authorize the references given on this application and during any interview to give to representatives of Gym Magic, Inc. 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 the above 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 the above 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 the above statement. _____ (initial here)

Signature _____ Date _____

Gym Magic, Inc. is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against applicants or employees on the basis of race, color, gender, marital status, sexual orientation, religion, national origin, age, veteran status, disability, or any other basis prohibited by local, state and federal law.

AUTHORIZATION FOR BACKGROUND CHECKS

Gym Magic's number one concern is to provide a safe and happy environment for its students. To that end, please know Gym Magic performs background checks on employees.

I understand and agree that the Company will administer background checks on me and that initial and continued employment is conditional based on the results of these checks.

Signature _____ Date _____

PLEASE TELL US ABOUT YOURSELF:

Warmth, friendliness and a desire to help others are essential qualities for all positions at Gym Magic. 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 Gym Magic would make a great team.
