



**EMPLOYMENT APPLICATION**  
 2130 John Rolfe Parkway  
 Richmond, VA 23233  
 804-360-9490

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

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

To be hired at Twist Gymnastics 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		Phone	
						Alt. Phone	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, enter your age _____ yrs. And DOB ____/____/____							
Are you a citizen of the USA or have a legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you ever been convicted of anything other than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below:							
Positions you are applying for?				How did you learn about us?			
Pay range expected?		<input type="checkbox"/> Full Time <input type="checkbox"/> Other: <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Only			Date you are available to start work?		
AVAILABILITY							
When are you available to work?							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Available							
<input type="checkbox"/> I can be flexible with my schedule. <input type="checkbox"/> I can't be flexible with my schedule.							
At Twist Gymnastics, 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 office may require loading/unloading and lifting boxes weighing as much as 50 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 for which you are applying.							
<input type="checkbox"/> 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 Twist Gymnastics students, clients, guests, coworkers or others.							

At Twist Gymnastics, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at Twist Gymnastics 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/ Study?
High School	<input type="checkbox"/> yes <input type="checkbox"/> no	1 2 3 4	
College	<input type="checkbox"/> yes <input type="checkbox"/> 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 <input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company and it is <b>OK</b> to contact this person. <input type="checkbox"/> I am currently employed at this company, please do <b>NOT</b> 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 <input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company and it is <b>OK</b> to contact this person. <input type="checkbox"/> I am currently employed at this company, please do <b>NOT</b> 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 the application or during an interview are true and complete. I have read and agree with 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.

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

**AUTHORIZATION FOR BACKGROUND CHECKS**

Twist Gymnastics' number one concern is to provide a safe and happy environment for the students. Please know, Twist Gymnastics may perform background checks on all employees.

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

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

**PLEASE TELL US ABOUT YOURSELF**

Warmth, friendliness and a desire to serve are essential qualities for Twist Gymnastics 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 Twist Gymnastics Family.



### Reference Letter

This letter is in reference to \_\_\_\_\_, who recently applied for employment at Twist Gymnastics.

Twist Gymnastics employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at Twist Gymnastics 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 references letters are reviewed. **Confidentiality assured.**

**Thank you for your thoughtful assistance.**

Lisa Cain  
Twist Gymnastics  
Email: Info@Twistgymnastics.com

Twist Gymnastics  
2130 John Rolfe Parkway  
Henrico, VA 23233  
Phone: 804-360-9490

- 1) How long have you known 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? **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 the applicant's character in particular their suitability to work with or around children. **Confidentiality assured:**

(Please continue on reverse side)

Signature	Date
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Name (print): \_\_\_\_\_.

Address: \_\_\_\_\_.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_.