



# 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? <input type="checkbox"/> yes <input type="checkbox"/> 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.? <input type="checkbox"/> yes <input type="checkbox"/> no    (Employment subject to I-9 form)				
Have you ever been convicted of a traffic violation? <input type="checkbox"/> yes <input type="checkbox"/> no    If yes, explain below:				
Have you ever worked at KIDS Are TOPS (TOPS Gymnastics)? <input type="checkbox"/> yes <input type="checkbox"/> 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:	<input type="checkbox"/> Full Time <input type="checkbox"/> Summer Only <input type="checkbox"/> Part Time <input type="checkbox"/> Other:		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 <b>can</b> be flexible with my schedule.				<input type="checkbox"/> I <b>can't</b> 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	<input type="checkbox"/> yes <input type="checkbox"/> no	1 2 3 4	
College / other	<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 <b>DO 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 <b>DO NOT</b> contact this person	
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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)

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## 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: [office@kidsaretops.com](mailto:office@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,

**Debbie Gantz**

**KIDS Are TOPS Human Resource Department Leader**

E-mail: office@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
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Name (print): \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



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