

# Gymlingo Academy, LLC

## Employment Application for Receptionist Position

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

SSN: \_\_\_\_\_

Please print all information clearly.

Current Address: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Number and street City State ZIP Phone

Permanent Address, if different: \_\_\_\_\_

### Availability

Are you legally able to work in the U.S.?  yes  no Do you have transportation to work?

Are you over the age of 18?  yes  no If not, write down your date of birth. \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

### Education

	Name, City & State	# Years	Did you graduate?	Degree
High School				
College				
Trade, Business, or Correspondence School				

### References

Please give the name of three persons not related to you, whom you have known for at least one year.

Name	Address	Telephone #

### Experience

Please list most recent/current first.

Employed From/To	Name and Address of Employer	Starting/Ending Pay	Contact and Phone number	Position	Reason for leaving

General

Have you been convicted of a felony or a misdemeanor other than minor traffic violations within the last 5 years? \_\_\_yes \_\_\_no If yes, describe:

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In case of an emergency, please notify:

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Name	Relationship	Phone #
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“I certify that the facts contained in this application are true and complete to the 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 herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

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

DO NOT WRITE BELOW THIS LINE

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Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Hired? \_\_\_yes \_\_\_no Wage: \_\_\_\_\_ per \_\_\_\_\_ Start Date: \_\_\_\_\_

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