



Application Cover Page

A Commitment to Excellence, Quality Work Ethic, and Wholesome Character

Applicant's Printed Name: _____

I understand Netawaka Fitness Center is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, I understand job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

Applicant's Initials: _____

I understand Netawaka Fitness Center is committed to providing the highest level of guest service. As an employee I will be dedicated to delivering an efficient, happy, helpful level of service to all guests. I will fully abide by the **wholesome, non-excessive, clean, smoke-free, and neatly groomed dress code** that is described in the Policy Manual. I will interact in a calm, mature, and professional manner with every guest I see and meet. I will not be caught by any guest or supervisor visiting about non work-related items with other employees or friends that see me while I am on duty. I realize that every guest's needs are a priority for urgent attention over any interaction with another employee or friend that sees me while I am on duty. I understand that I am required to attend mandatory biweekly staff meetings in order to learn all current information that will affect my performance.

Applicant's Initials: _____

I understand Netawaka Fitness Center is committed to providing a great employer and employee relationship. My honesty, integrity, and commitment to completing each assigned task in a timely manner are of utmost importance. I will be dedicated to providing the highest level of personal character as an employee of NFC. I will deliver my full effort toward fulfilling my job expectations and realize there is never time for me to just be standing or sitting around while on duty at NFC. I will be committed to contacting my immediate supervisor if I feel I have the time to complete additional assigned tasks or feel like I have been assigned a task that I don't fully understand. I understand "horse play" is not safe and not permitted. I will always do my best to provide the most mature and professional level of guest interaction possible. I understand that, if I am not being productive while being paid to deliver the best possible guest interaction and care for NFC, I am not qualified for any merit raises and will be a candidate to be cut from each shift I work as soon as my immediate supervisor sees possible. I understand that merit raises are available to those employees who truly deliver a **superior work performance** and represent Netawaka Fitness Center with the highest quality of character both at work and in their personal life.

Applicant's Initials: _____

I understand Netawaka Fitness Center is committed to providing a neat, clean, and safe environment for all of our guests to enjoy. As an employee I will be dedicated to keeping all of my workspaces and the entire facility neat and organized. I understand I will be part of a team that is responsible for keeping all litter, debris and work related materials picked up from the inside and outside grounds at all times. I will be personally committed to taking a proactive stand to ensure all areas of the facility are always clean and safe for operation at all times.

Applicant's Initials: _____

I understand Netawaka Fitness Center is committed to providing a safe facility for all guests and fellow employees. I may be required to submit all information necessary to complete a background check. I authorize Netawaka Fitness Center to forward my personal information for completion of a background check.

I understand that if I do not abide by any of the above commitments to excellence, quality work ethic, and wholesome character then I am not qualified for a position of employment at Netawaka Fitness Center.

Applicant's Signature: _____ Date: _____



APPLICATION FOR EMPLOYMENT

(PLEASE ANSWER ALL APPLICABLE QUESTIONS)

233 White Way
Netawaka, KS 66516

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|---|--|--|
| DATE | THIS ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER, FEDERAL AND STATE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT PRACTICES BECAUSE OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY. NO QUESTION ON THIS APPLICATION IS ASKED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT'S CONSIDERATION FOR EMPLOYMENT BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY. | ARE YOU: OVER THE AGE OF 16 <input type="checkbox"/> YES <input type="checkbox"/> NO OVER THE AGE OF 18 <input type="checkbox"/> YES <input type="checkbox"/> NO |
| NAME-PRINT IN FULL (LAST) (FIRST) (MIDDLE) | HOME PHONE | MOBILE PHONE |
| PRESENT ADDRESS (NUMBER) (STREET) (CITY) (STATE) (ZIP CODE) | | |
| PREVIOUS ADDRESS (NUMBER) (STREET) (CITY) (STATE) (ZIP CODE) | | |
| EMAIL ADDRESS | | |
| REFERRED BY: <input type="checkbox"/> OUR ADVERTISEMENT <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> FRIEND OR RELATIVE <input type="checkbox"/> N/A | | |
| PLEASE LIST NAMES OF FRIENDS OR RELATIVES NOW EMPLOYED BY THIS COMPANY: | | |

EDUCATION

| NAME AND LOCATION OF SCHOOL | COURSE OF STUDY | CIRCLE LAST YEAR ATTENDED | GRADUATE | |
|--|----------------------------------|---------------------------|---|----|
| | | | YES | NO |
| HIGH SCHOOL | LIST EXTRA CURRICULAR ACTIVITIES | 9 10 11 12 | Year of graduation | |
| COLLEGE OR UNIVERSITY | MAJOR: DEGREE: | 1 2 3 4 | Year of graduation | |
| BUSINESS, TECHNICAL OR OTHER TRAINING | | | | |
| ARE YOU CURRENTLY STUDYING? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHAT? | WHERE? | DO YOU PLAN TO RETURN TO SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

EMPLOYMENT DESIRED

| | | |
|--|--|---|
| DO YOU HAVE RELIABLE TRANSPORTATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHEN CAN YOU REPORT FOR WORK? (DATE) | STARTING SALARY EXPECTED? |
| EVER APPLY TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO DID YOU ATTEND A GROUP INTERVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____ | WHAT TYPE OF EMPLOYMENT ARE YOU APPLYING FOR? <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY HOW MANY HOURS PER WEEK WOULD YOU LIKE? _____ | MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO |

HOURS AVAILABLE

CIRCLE A.M. OR P.M. AND WRITE IN START AND END TIME

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| START TIME | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. |
| END TIME | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. | A.M. P.M. |

HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCLUDING MISDEMEANORS AND TRAFFIC OFFENSES)? YES NO IF YES, LIST CONVICTIONS:
 (A CONVICTION DOES NOT NECESSARILY DISQUALIFY AN APPLICANT FOR THE POSITION BEING APPLIED FOR)

FORMER EMPLOYERS

GIVE INFORMATION REGARDING ALL PREVIOUS EMPLOYMENT – INCLUDING MILITARY SERVICE

| EMPLOY- MENT | NAME & ADDRESS OF COMPANY | DATES | | JOB TITLE | NAME & PHONE NO. OF SUPERVISOR | PAYRATE MONTHLY OR HOURLY | REASON FOR LEAVING |
|--------------------|------------------------------|-------|-------|-----------|-----------------------------------|------------------------------------|-----------------------|
| | | FROM | TO | | | | |
| PRESENT OR LAST | 1. | MO/YR | MO/YR | | | _____/HR _____/MO | |
| | | | | | | | |
| NEXT PREVIOUS | 2. | | | | | _____/HR _____/MO | |
| | | | | | | | |
| NEXT PREVIOUS | 3. | | | | | _____/HR _____/MO | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PROFESSIONAL REFERENCES

(GIVE THE NAMES AND ADDRESSES OF THREE PERSONS WHO WE MAY CONTACT – NOT RELATIVES)

| NAME | ADDRESS | PHONE | YEARS ACQUAINTED | OCCUPATION |
|------|---------|-------|------------------|------------|
| | | | | |
| | | | | |
| | | | | |

I authorize investigation of all statements contained in this application. I release from all liability all persons, companies and corporations supplying such information, and I indemnify Netawaka Fitness Center (NFC) against any liability which might result from making such investigation. I understand that misrepresentation or omission of facts called for is cause for dismissal. If employed by NFC, and in consideration of my employment, I agree to conform to its rules and regulations, and I agree that my employment and compensation is for no definite period, regardless of the date of payment of my wages, and can be terminated with or without cause, and with or without notice, at any time at the option of either NFC or myself. If I am employed by NFC, depending upon the position for which I am hired, I understand that I may be required to sign a non-solicitation/non-interference agreement and/or a confidentiality agreement. I also understand and agree that the terms and conditions of my employment may be changed with or without cause, and with or without notice, at any time by NFC, and that no representative of the group (other than its Chairman of the Board or President, and then only when in writing and signed by any one or both of them) has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

| | |
|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

(DO NOT WRITE BELOW THIS LINE)

| | | |
|-------------------|-----------------------------|-----------------------------|
| DATE | INTERVIEWED BY | POSITION CONSIDERED |
| COMMENTS | 1 ST REVIEW DATE | 2 ND REVIEW DATE |
| EMPLOYEE # | SUPERVISOR: | |
| TYPING TEST SCORE | DEPARTMENT | BAND/STEP |
| | DATE PLACED ON PAYROLL | SEMI-MONTHLY SALARY |