

**ASPIRE KIDS SPORTS CENTER
FRONT DESK POSITION JOB APPLICATION**
Please read carefully and complete using ink. Provide all information requested.

Last name	First	MI	E-mail address	Date of application
Street address			Work Phone	
City	State	ZIP	Home telephone	Cell Phone:

How were you referred to ASPIRE? *By your college* *Advertisement* *Walk-in*

By an employee: If so, give name: _____ **Other:** _____

Seeking: *Part-time* *or Full time* **Salary desired:** _____ **Available to start:** _____

Availability: _____

(Please list days and times)

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present Employer	Type of business	Type or classification of job			
Street address	Phone number	Brief description of job duties:			
City	State				ZIP code
Supervisor's name	Phone number				
Base salary:	Dates worked From: To:	Reason for leaving:			

Previous Employer	Type of business	Type or classification of job			
Street address	Phone number	Brief description of job duties:			
City	State				ZIP code
Supervisor's name	Phone number				
Base salary:	Dates worked From: To:	Reason for leaving:			

Professional/Work References: *List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.*

Name	Relationship	Address (street, city, state, ZIP code)	Phone no. (w/ area code)	Title and Occupation

May we contact your present employer? Yes No

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Outside Activities

Professional memberships, certifications, or licenses held

Please check answers to best describe your capabilities and skills:

Microsoft	None	Fair	Proficient	Expert	Other	None	Fair	Proficient	Expert
Word					Power Point				
Excel					Cash handling				
Outlook/email					Keyboarding				
Publisher									

Please list skills and/or experience you have acquired that would be beneficial to your employment here:

Have you ever been convicted of a crime? † Yes † No

I hereby certify that the answers and other information on this application are true and correct and that I understand any mis- representation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature _____ Date _____

If any of your educational or employment records are under other than the above name, please provide other names:

10/08