

7984 S. Welby Park Dr.#102  
West Jordan, UT 84088  
(801) 282-1330 phone  
www.awgym.com

# ACADEMY WEST

## CHAMPIONS FOR LIFE

GYMNASTICS DANCE TUMBLING PRESCHOOL

Office Use Only  
Date interviewed:  
Date hired:  
Position Hired For:  
Hourly Pay: \$  
Updated: 09/15/2016

### **Before You Apply:**

Thank you for your interest in working at Academy West. If qualified, and if you choose to accept a position, we hope that you will enjoy your job at Academy West and that you will take pride and responsibility with your job functions and duties. Academy West expects cooperative, diligent, and honest employees to establish and maintain our desired gym atmosphere. This packet is designed for prospective employees to have an understanding of what the company expects from our coaching staff and the policies implemented prior to completing an application form. Please read this packet thoroughly so you can get a good start on a rewarding experience working at Academy West.

### **Business Objective:**

Academy West is dedicated to helping build self-esteem with the students who participate with our programs. The staff must constantly be striving to build and create an environment for setting and achieving goals with safety as the number one emphasis and students' curriculum progression as second.

### **Mission Statement:**

Academy West is dedicated to helping each child realize his or her own individual potential in a safe environment with an atmosphere of good sportsmanship which will build self-esteem, confidence & life skills.

### **Probation Period:**

When a new staff member starts working for Academy West there will be many new things to learn, and there are many things Academy West will need to learn about you. The probation period is three months from the hire date. Throughout the probation period Academy West will monitor your learning progress, scheduling habits, and communication skills. If at the end of the training period Academy West feels you did not meet the expected requirements you will then be dismissed your position.

During the probation period, training staff must complete the following:

- The safety video must be watched; your notes must be turned in.
- Training manual for gymnastics, tumbling, and/or dance.
- Complete any test or paperwork that you are given and turn it in to your director.
- Read through and sign your employee packet and complete bank information & W 2's.

### **Job Functions:**

1. Encourage students to set goals and work hard at accomplishing those goals.
2. Keep the gym atmosphere positive and optimistic.
3. Take a special interest and care for each child that comes into the gym.
4. Make lesson plans, know how to use Smart Moves, make and update student skill sheets, know how to clock in and out, take roll for your classes, fill out sub forms, accident reports, yearly evaluations, and finish all instructions given by your director or business owner.
5. Know the protocol if you are not needed in class when there aren't enough students for two coaches.

### **Pay Periods:**

Pay checks are deposited into your account on the 5<sup>th</sup> of each month. (It will sometimes hit later if the 5<sup>th</sup> is during a weekend or holiday.) Employees must complete all proper employment forms provided to have their paychecks distributed to them, including the automatic deposit form.

### **Coaching Uniforms and Grooming Appearance:**

Academy West will supply you with an employee T-shirt. It is required that you always wear your shirt to the gym to work. Black or blue pants, capris or knee shorts (athletic looking) are required. Academy West employees are expected to keep proper grooming and have a hygienic appearance. No jewelry or body piercing allowed of any sort and any existing body art must be concealed at all times by clothing. Long hair must be kept out of face and out of the way to avoid any visual impairment. A professional image must be kept while performing job duties.

### **Coaches Meetings:**

Staff meetings are required:

1. Staff meetings: the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each session at 8:30 pm.
2. Part of the Academy West dedication to continually improving the gym is by improving the employees and their skills. Coaches trainings are set up on Saturdays and will be scheduled during the staff meeting.
3. Any department meetings are set up with your director at the staff meeting, also.
4. Any other meeting Academy West may set up for trainings such as Mini Congress, CPR, safety, etc. are required.
5. Office staff will hold their own meetings. Check with the office manager.

### **Grounds for Termination:**

**Every Academy West employee is an “at-will” employee, meaning Academy West or the employee can terminate or modify employment at any time with or without cause. Common reasons for termination include:**

- Excessive sickness days.
- No Call, No Show.
- Yelling or losing your temper toward a student.
- Excessive Tardiness.
- Uncooperative with management.
- Unwillingness to perform job functions properly.
- Use of or affiliation of illegal drugs.
- Arrested for alcohol consumption.

### **Safety:**

Safety is KEY at Academy West and our first concern for the students. Parents need to feel that the facility is safe and that coaches are safety minded for them to continue to bring their children to Academy West.

### **Injuries During Class:**

It is important for prospective employees to understand risks involved in gymnastics, tumbling, & dance and that accidents and injuries are possible. Common injuries do happen, and before accepting an employment position you must be aware of these risks and know you can properly act in such situations when they arise.

### **CPR Certification & USAG Safety Certification:**

All coaches are required to be CPR certified.

USAG offers a Safety Certification course for the coaches. There is a cost associated with the course and Academy West requires that competitive coaches become safety certified with USAG. To become Safety Certified you must attend a live safety certification session. Schedule with the office. To renew: go to [www.usa-gymnastics.org](http://www.usa-gymnastics.org).

### **Competency and Testing:**

To keep a standard of quality periodic testing, written & practical, on gym safety, spotting and your knowledge on the curriculums may be administered. These tests will assure that you will be following our curriculum, and will help you understand where you need to improve. The proficiency of a test will not result in termination, but will give a direction of the criteria needing improvement. The lack of change and improvement may however later create cause for termination.

**Job Application Process:**

If you understand and are capable of following the procedures of Academy West, then continue to fill out the following application form and submit.

**Personal Information:**

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

Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email address: *(please print clearly)* \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Do you have reliable transportation? Explain \_\_\_\_\_

If hired can you provide proof of eligibility to work in the US prior to start date? Yes No

**Experience:**

Gymnastics \_\_\_\_\_

\_\_\_\_\_

Dance: \_\_\_\_\_

\_\_\_\_\_

Tumbling: \_\_\_\_\_

\_\_\_\_\_

Office: \_\_\_\_\_

\_\_\_\_\_

Preschool: \_\_\_\_\_

\_\_\_\_\_

Describe your experience with computers, tablets, & related items: \_\_\_\_\_

\_\_\_\_\_

Describe other skills? \_\_\_\_\_

\_\_\_\_\_

What else should we know about you? \_\_\_\_\_

\_\_\_\_\_

**Availability:**

Available Start Date: \_\_\_ / \_\_\_ / \_\_\_

Position Desired: \_\_\_\_\_

Hours Available: \_\_\_\_\_

Mon Tue Wed Thu Fri Sat

**Expected Wage to Start:** \$ \_\_\_\_\_ / hour

If hired is there anything that may prevent you from reporting to work each scheduled day? Yes No

If yes explain: \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Graduated? Yes No

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Degree? Yes No

Other training \_\_\_\_\_

**Work History:**

Have you worked at Academy West before? Yes No

Last Employer Business Name: \_\_\_\_\_

Functions performed: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

May we contact this employer? Yes No

Previous Employer Business Name: \_\_\_\_\_

Functions performed: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

May we contact this employer? Yes No

**Miscellaneous:**

Are you able to perform all essential functions of the job for which you are applying? Yes No

If hired, do you agree to abide by the safety rules of the company? Yes No

Academy West hires only U.S. citizens and lawfully authorized alien workers.

Your name & Social Security Number may be verified with the Social Security Admin.

The law prohibits discrimination because of race, color, religion, sex, age, national origin, or a disability which may be reasonably accommodated.

### Criminal Record

Have you ever been convicted of a felony?

Yes No Explain: \_\_\_\_\_

### Harassment

Academy West's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and/or other forms of harassment. **Have you ever been accused of harassment by any person including, but not limited to, workplace harassment?** (Note: A prior accusation or conviction is not an automatic bar to employment. The type of accusation or conviction and when it occurred will be evaluated before any decision is made.)

Yes No Explain: \_\_\_\_\_

### Voluntary Disclosure (Please provide a written explanation to any affirmative answers.)

Have you ever been convicted of a crime relating to children and/or your conduct with them? **Yes No**

Have you ever been convicted of any crime listed here or similar in any manner to those listed here: indecent assault and battery on a child under 18; rape in any manner; assault with intent to commit rape; kidnapping of a child with or without intent to commit rape; distribution or trafficking of narcotics or other controlled substance; intent to commit any of these crimes? **Yes No**

Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? **Yes No**

Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including but not limited to a domestic order or protection? **Yes No**

Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? **Yes No**

I understand that:

- A. Academy West may deny employment to any person who answers these questions in the affirmative.
- B. In applying for a position, the information which I have furnished in this section is subject to verification, which may include a criminal history check and request from any central registry of child abusers.
- C. Academy West may terminate employment or volunteer service of any person:
  - a. found to have a history of complaints of abuse of a minor and/or
  - b. found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid due to complaint(s) of sexual abuse of a minor.
- D. This disclosure statement must be updated annually.

### References:

Name	Relationship	Phone number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Privacy Policy:** I am fully aware that any information I may obtain at Academy West, whether it be from the coaching information, office information, training information, etc., IS STRICTLY CONFIDENTIAL and cannot be shared in ANY way. I also will not listen to or spread gossip/rumors about the gym or the students. By signing below, and as a condition to be considered for employment, I agree to **never**, either directly or indirectly, intentionally or unintentionally, reveal, disclose, furnish, make accessible, or disseminate any confidential information including coaching, office, and training information or any other matter concerning the business affairs of Academy West, except only as may be expressly required in properly performing services for Academy West. This restriction will remain in place even if I am not accepted for employment at Academy West.

**Please read the following paragraphs very carefully before signing this application:**

I certify that to the best of my knowledge and belief, the statements made by me in this application are correct and complete without omission of any kind. I understand that any false information I give when applying for employment, whether in this application or otherwise, will cause termination of my employment, regardless of when discovered. You are hereby authorized to investigate all the statements made in this application, except for any information about disability and medical conditions or treatments, which is prohibited by the Americans with Disabilities Act.

I further agree and understand that I do not and will not have an employment contract with Academy West and that my employment can be terminated or modified with or without notice and without cause at any time by the company or me.

**Applicant's Signature:**

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

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