|  |  |
| --- | --- |
|  | Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employment Application |

It is the policy of The Cyclery & Fitness Center to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status.

|  |
| --- |
| **APPLICANT INFORMATION** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Driver’s License No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hours per week available: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Are you willing to work evenings & weekends? | YES | NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you at least 18 years old? | YES | NO | If hired, are you able to submit proof that you are legally eligible for employment in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you referred to us by someone? | YES | NO | If yes, by whom? |  |

|  |  |
| --- | --- |
| How did you hear about us? |  |

|  |  |  |
| --- | --- | --- |
| Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? | YES | NO |

|  |  |
| --- | --- |
| *What reasonable accommodation, if any, would you request?* |  |

|  |
| --- |
| **APPLICANT’S SKILLS** |

*Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience and circle the number which best corresponds to your ability for each skill (One represents poor ability, while five represents exceptional ability)*

|  |  |  |
| --- | --- | --- |
| **Skill** | **Years of Experience** | **Ability or Rating** |
| Customer Service |  | 1 2 3 4 5 |
| Bicycle/Fitness Sales Experience |  | 1 2 3 4 5 |
| Bicycle/Fitness Equipment Mechanic Experience |  | 1 2 3 4 5 |
| Retail Experience |  | 1 2 3 4 5 |
| Other: |  | 1 2 3 4 5 |
| **EDUCATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |
| --- | --- |
| Other Training (graduate, technical, vocational): |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate/complete? | YES | NO | Degree: |  |

|  |
| --- |
| PREVIOUS EMPLOYMENT |

Please list any previous employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Position Held: |  |
| Address: |  |  |  |
| Phone #: |  |  |  |
|  |  |  |  |
| Company: |  | Position Held: |  |
| Address: |  |  |  |
| Phone #: |  |  |  |
|  |  |  |  |
| Company: |  | Position Held: |  |
| Address: |  |  |  |
| Phone #: |  |  |  |

|  |
| --- |
| REFERENCES |

Please list three non-relatives who would be willing to provide a reference for you.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize The Cyclery & Fitness Center to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its managers, the employment relationship will be “at-will”. In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will the right. Moreover, no agent, representative, or employee of The Cyclery & Fitness Center, except in a specific written contract of employment signed on behalf of the organization by its hiring manager has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 APPLICANT SIGNATURE DATE