

Brown's Gym Orbit Sports Academy

Office Assistant/ Front Desk Employment Application

Today's Date _____

Name _____ SS# _____

Address _____

Driver's License # _____

Phone/cell _____ DOB _____

Email _____

Are there any medical conditions we should be alert of?

Are you employed now? Yes/No Hours _____

Employer _____

US citizen Yes/No

Degree of
Education _____

Years/Months of Office experience _____

Time Available AM / PM

Days Available M T W Th F S

Are you familiar with Jackrabbit Computer Program? Yes/No

If employed, when are you available to start working? _____

Have you ever been convicted, or are you awaiting trial for any crime (excluding only minor traffic violations). You must check Yes even if the matter was later dismissed, deferred, vacated, or expunged. Yes/No

Have you ever been dismissed from any job, or resigned at the request of your Employer? Yes/No

Have you ever had any license or certification of any kind revoked or suspended? Yes/No

Are you now being investigated for any alleged misconduct? Yes/No

If any of the questions above are answered Yes, you must provide names, dates and an explanation

Applicant Signature _____ Date _____