

Three Written Character References Required



As an applicant for employment at Leaps & Bounds Sports Center, it is your responsibility to supply three written character references which must be on file before the hiring process can be completed.

Enclosed:

1. Application for employment at Leaps & Bounds Sports Center
2. Four reference forms (you may make copies if more are needed).
3. Three Business Return Envelopes, postage paid by the Company.

Seek your references from the following:

1. Former/Current Supervisors
2. Teachers/School Administrators/Coaches
3. Clergy
4. Community/Business Leaders
5. People for whom you baby-sit
6. Friends, Family*

Please deliver references to Leaps & Bounds Human Resource Department by one of the following methods:

1. U.S. Mail to : Leaps & Bounds Sports Center, 11033 Laird Ln.,
Denham Springs, LA. 70726
2. Fax: 225-667-6620 **
3. Email: leapsbnds@aol.com
3. Hand deliver by applicant to Leaps & Bounds in a sealed envelope with author's signature over envelope flap.

*less objective references such as friends or family are considered but may not hold as much weight as more objective sources such as supervisors or teachers.

**to assure confidentiality, phone 225-665-7200 before faxing, please.



EMPLOYMENT APPLICATION

Leaps & Bounds Sports Center

11033 Laird Lane • Denham Springs, LA 70726
 Phone 225.665.7200 • fax 225.667.6620
 www.leapsandboundssports.org

ORIGINAL distributed to: _____

COPIES distributed to:"

Three or More Character References Required for Employment
 To be hired at *Leaps & Bounds Sports Center*, you are required to supply at least three references which attest to your suitability for employment. **References MUST be on file before the hiring process can be completed.** Please read for further instructions.

Personal Data

Name (last)	First	Middle	Social Security No.	
Address (Street)	City/State	Zip	Phone	Alternate Phone
Are you 18 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no If no, enter your age _____ yrs and DOB ____/____/____				
Are you a citizen of the USA or have a legal right to work in the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no (employment subject to I-9 form)				
Have you ever been convicted of anything other than a traffic violation? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, explain below:				
Have you ever worked at Leaps & Bounds Sports Center? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, who was your supervisor and under what conditions did you leave employment?				
Positions/departments you are applying for?			How did you learn about us?	
Pay range expected	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Summer Only <input type="checkbox"/> Other		Date you are available to start work?	

Availability

When are you available to work?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours available							

I can be flexible with my schedule I can not be flexible with my schedule

At *Leaps & Bounds*, teaching physical education skills to children or generally supervising children in a physical environment sometimes requires quick or unexpected movements including lifting or catching ('spotting') children weighing up to 150 lbs. or more. Additionally, teaching positions also often require lifting and adjusting heavy sports apparatus. Job positions in the café and store require unloading and lifting heavy boxes weighing as much as 50 lbs. or more. Facility cleaning/maintenance positions require loading/unloading and maneuvering ladders and heavy boxes and heavy equipment weighing as much as 100lbs or more. Please indicate below if you have any current or past conditions which might keep you from safely performing the physical requirements of the position(s) for which are applying.

Yes, I am able to perform the physical requirements of the position(s) for which I applied without jeopardizing my safety or the safety of Leaps & Bounds' students, clients, guests, coworkers or others.

At *Leaps & Bounds*, we believe in building strong relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at *Leaps & Bounds Sports Center* is AT WILL which means that either party, the employee or the Company, can terminate employment at any time, with or without notice and with or without reason.

Educational Data

Name & location of school Graduated? Years Completed Major/course study

High School	<input type="checkbox"/> yes <input type="checkbox"/> no	1 2 3 4	
College/other	<input type="checkbox"/> yes <input type="checkbox"/> no	1 2 3 4	
Describe honors, apprenticeships, post graduate education or specialized training			

Employment History

Company Name	Address	Telephone no.
Name of Immediate Supervisor	<input type="checkbox"/> I am no longer employed at this company <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person	
Starting Wage \$ Start Date ____/____/____	Final Wage \$ Final Date ____/____/____	Reason for leaving?
Job title or position	Describe your duties and responsibilities	

Company Name	Address	Telephone no.
Name of Immediate Supervisor	<input type="checkbox"/> I am no longer employed at this company <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person	
Starting Wage \$ Start Date ____/____/____	Final Wage \$ Final Date ____/____/____	Reason for leaving?
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Starting Wage \$ Start Date ____/____/____	Final Wage \$ Final Date ____/____/____	Reason for leaving?
Job title or position	Describe your duties and responsibilities	

Other Accomplishments (school, job, awards, distinctions, certifications, volunteer work)

Understanding & Agreement (please read each statement carefully)

I certify that the statements given on this application or during an interview are true and complete and I authorize investigation of same with exception of contacting my current employer if I have so requested in this document. I have read and agree to the above statement.

initial here:

I understand that if I am hired that any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to the above statement.

initial here:

I authorize the references given on this application and during any interview to give to representatives of Leaps & Bounds Sports Center any and all information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and I release all parties from any and all liability from any damage that may result. I have read and agree to the above statement.

initial here:

I understand that if I am hired my continued employment is contingent upon my successful performance during a new time period of 90 days. I have read and agree to the above statement.

initial here:

I understand that if I am hired my ongoing employment will be AT WILL meaning employment may be terminated by either party at any time with or without reason and with or without notice. I further understand that this AT WILL agreement cannot be changed in any way except through a written understanding signed by the Company President. I have read and agree to the above statement.

initial here:

Signature _____

Date _____

Leaps and Bounds Sport Center is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against applicants or employees on the basis of race, color, gender, marital status, religion, national origin, age, veteran status, disability or any other basis prohibited by local, state or federal law. No question on this application is intended for or will be used for the purpose of limiting or excusing any applicant's consideration for employment.

Authorization For Background Checks

Leaps and Bound's number one concern is to provide a safe and happy environment for its students. Please know, Leaps & Bounds performs background checks on all employees.

I understand and agree that the Company will administer background checks on me and my initial and continued employment is conditional upon the results of these checks.

Signature _____

Driver's Lic. State & No. _____

Date _____

Please Tell Us About Yourself...

Warmth, friendliness and a desire to serve are essential qualities for Leaps & Bounds employees. At the end of each day, our Clients go home with only their memories of the way they were treated. Please tell us about you and your ability and desire to become part of the Leads and Bounds Familv.



This letter is in reference to _____,
who recently applied for employment at Leaps & Bounds Sports Center.

Leaps & Bounds employees work with and around children often in an unsupervised environment. Therefore, in order to be considered for employment at Leaps & Bounds Sports Center, all applicants are required to supply **three written character references** to help our Company accurately assess each applicant's suitability for employment. You are requested to please complete and return this form to address listed below. Time is of the essence. **Confidentiality assured.**

Thank you for your thoughtful assistance,
Janet Schumaker

Janet Schumaker
Leaps & Bounds Human Resource Department Leader
E-mail: leapsbnds@aol.com
Phone: 225-665-7200
Fax 667-6620 Call 225.665.7200 before faxing to assure confidentiality
Leaps & Bounds Sports Center
11033 Laird Lane

- 1) How long have you known the applicant? _____
- 2) Describe you association/relationship with the applicant? (friend, co-worker, relative, etc.) _____
- 3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment? YES NO If yes, please explain:
- 4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crime or had a child removed from their home pursuant to the Article 619 of the Louisiana Revised Code? YES NO
- 5) To the best of your knowledge, has the applicant ever been dismissed or been asked to resign from a position because of failure to carryout responsibilities? YES NO
- 6) Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. Continue on reverse side if necessary. **Confidentiality assured:**

(Please continue on the reverse side)

Signature	Date
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Name (print): _____

Address: _____

Phone: _____ Email: _____