



**Included Documents:**

1. Employment Application
2. 3 X Character Reference Forms

Please fill out the employment application then hand deliver, fax, or mail it to Hand 2 Hand. Next you are required to have three (3) or more character references. Have the character reference fill out their reference sheet. Once completed have them either fax or mail the completed sheet. The hiring process cannot be completed without these references.

Hand 2 Hand Acrobatic Training Center  
270 Hiawatha Trail, Springboro Ohio 45066  
Phone 937-743-1466 Fax 937-743-2424



## Employment Application

Hand 2 Hand Acrobatic Training Center  
 270 Hiawatha Trail, Springboro Ohio 45066  
 Phone 937-743-1466 Fax 937-743-2424

### Three or more Character References are Required for Employment

To be hired at Hand 2 Hand Acrobatic Training 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 further for instructions.

#### PERSONAL DATA

Name (Last)	First	Middle	Social Security No.
Address (Street)	City, State	Zip	Primary Phone: (    )    -
			Alt. Phone: (    )    -
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no what is your current age _____			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 for Hand 2 hand prior to filling out this application? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes what was your position and under what conditions did you leave employment on?			
Position(s) you are applying for?		How did you hear about us?	
Pay range expected	<input type="checkbox"/> Full Time	<input type="checkbox"/> Summer	Date you are available to start work?
	<input type="checkbox"/> Part Time	<input type="checkbox"/> Other: _____	

#### AVAILABILITY

When are you available to work? (Please fill out the table below)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours available							

I **can** be flexible with my hours     
  I **cannot** be flexible with my hours

At Hand 2 Hand, 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 150lbs or more. Additionally, teaching positions also often require lifting and adjusting heavy sports apparatus. Please indicate below if you have any current or past conditions which might keep you from performing the physical requirements of the position(s) for which you are applying. If you are applying for an office job you may be required to move or pickup packages up to 15lbs or more.

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 the Hand 2 Hand's students, clients, guests, coworkers or others.

At Hand 2 Hand, we believe in building strong business relationships. However, despite best intentions, sometimes business relationships do not work out and that is why all employment at Hand 2 Hand is AT WILL which means that either party, the employee or Hand 2 Hand, can terminate employment at any time, with or without notice or reason.

**EDUCATIONAL DATA**

High School (Name and Location)	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Years Completed (Circle One) 1 2 3 4 Graduated
---------------------------------	---	---

College (Name and Location)	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Years Completed (Circle One) 1 2 3 4 Graduated
-----------------------------	---	---

Describe honors, apprenticeships, post graduate education, or specialized training.

**EMPLOYMENT HISTORY**

Company Name	Address	Telephone Number ( ) -
--------------	---------	---------------------------

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.
------------------------------	---

Start wage \$	End wage \$	Reason for leaving?
---------------	-------------	---------------------

Start Date ___/___/___	End Date ___/___/___
------------------------	----------------------

Company Name	Address	Telephone Number ( ) -
--------------	---------	---------------------------

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.
------------------------------	---

Start wage \$	End wage \$	Reason for leaving?
---------------	-------------	---------------------

Start Date ___/___/___	End Date ___/___/___
------------------------	----------------------

Company Name	Address	Telephone Number ( ) -
--------------	---------	---------------------------

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.
------------------------------	---

Start wage \$	End wage \$	Reason for leaving?
---------------	-------------	---------------------

Start Date ___/___/___	End Date ___/___/___
------------------------	----------------------

**OTHER ACCOMPLISHMENTS (School, Job, distinctions, certifications, volunteer work)**

--

**PLEASE TELL US ABOUT YOUR SELF...**

Warmth, friendliness, and a desire to serve others are essential qualities for Hand 2 Hand employees. At the end of the day our clients go home with only their memories of how they were treated. Please tell us about you, your ability and desire to become part of the Hand 2 Hand team.

**UNDERSTANDING & AGREEMENTS (Please read each statement carefully and initial after each)**

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. \_\_\_\_\_

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

I authorize the references given on this application and during any interview to give representatives of Hand 2 Hand any and all information concerning my pervious 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 my result. I have read and agree to the above statement. \_\_\_\_\_

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

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. \_\_\_\_\_

Hand 2 Hand 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR BACKGROUND CHECK**

Hand 2 Hand's number one concern is to provide a safe and happy environment for its students, clients and parents. Please know Hand 2 Hand performs background checks on all employees. The **applicant** is responsible for paying for this background check with an agreed upon company. If you continue employment at Hand 2 Hand you will be reimbursed the amount paid for the background check after the 90 day new hire period.

I understand and agree that Hand 2 Hand will administer background checks on me and my initial and continued employment is conditional up the results of these checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Three or More Written Character References Required



As an applicant for employment at Hand 2 Hand Acrobatic Training Center, it is your responsibility to supply **three or more written character references** which **must be on file before the hiring process can be completed.**

### **Seek your references from the following:**

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

### **Please deliver references to the front desk by one of the following methods:**

1. U.S. Mail to: Hand 2 Hand Acrobatic Training Center • 270 Hiawatha Trail • Springboro Ohio, 45066
2. Scan and E-mail to: [jobs@hand2hand.cc](mailto:jobs@hand2hand.cc)
3. Fax: 937-743-2424
4. Hand delivery by applicant to Hand 2 Hand's front office.



This letter is in reference to \_\_\_\_\_, who recently applied for employment at Hand 2 Hand Acrobatic Training Center.

*Hand 2 Hand* employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at *Hand 2 Hand*, all applicants are required to supply at least **three written character references** to help Hand 2 Hand accurately assess each applicant's suitability for employment. Please complete and mail this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all references are reviewed. **Confidentiality assured.**

Hand 2 Hand  
270 Hiawatha Trail  
Springboro, Ohio 45066  
Phone: 937-743-1466  
Fax: 937-743-2424 (Please call before to assure completion)

1. How long have you known the applicant? \_\_\_\_\_
2. What is your association/relationship with the applicant? \_\_\_\_\_
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? (Circle One) **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 crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? (Circle One) **YES NO**
5. To the best of your knowledge, has the applicant ever been fired/ dismissed/ terminated or been asked to resign from a position because of failure to carry out responsibilities? **YES NO**
6. Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. **Confidentiality assured:**

Signature \_\_\_\_\_ Date \_\_\_\_\_



This letter is in reference to \_\_\_\_\_, who recently applied for employment at Hand 2 Hand Acrobatic Training Center.

*Hand 2 Hand* employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at *Hand 2 Hand*, all applicants are required to supply at least **three written character references** to help Hand 2 Hand accurately assess each applicant's suitability for employment. Please complete and mail this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all references are reviewed. **Confidentiality assured.**

Hand 2 Hand  
270 Hiawatha Trail  
Springboro, Ohio 45066  
Phone: 937-743-1466  
Fax: 937-743-2424 (Please call before to assure completion)

7. How long have you known the applicant? \_\_\_\_\_
8. What is your association/relationship with the applicant? \_\_\_\_\_
9. 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? (Circle One) **YES NO** If yes, please explain:
10. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? (Circle One) **YES NO**
11. To the best of your knowledge, has the applicant ever been fired/ dismissed/ terminated or been asked to resign from a position because of failure to carry out responsibilities? **YES NO**
12. Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. **Confidentiality assured:**

Signature \_\_\_\_\_ Date \_\_\_\_\_



This letter is in reference to \_\_\_\_\_, who recently applied for employment at Hand 2 Hand Acrobatic Training Center.

*Hand 2 Hand* employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at *Hand 2 Hand*, all applicants are required to supply at least **three written character references** to help Hand 2 Hand accurately assess each applicant's suitability for employment. Please complete and mail this form to the address listed below. Time is of the essence as the applicants employment process cannot be completed until all references are reviewed. **Confidentiality assured.**

Hand 2 Hand  
270 Hiawatha Trail  
Springboro, Ohio 45066  
Phone: 937-743-1466  
Fax: 937-743-2424 (Please call before to assure completion)

13. How long have you known the applicant? \_\_\_\_\_
14. What is your association/relationship with the applicant? \_\_\_\_\_
15. 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? (Circle One) **YES NO** If yes, please explain:
16. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? (Circle One) **YES NO**
17. To the best of your knowledge, has the applicant ever been fired/ dismissed/ terminated or been asked to resign from a position because of failure to carry out responsibilities? **YES NO**
18. Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. **Confidentiality assured:**

Signature \_\_\_\_\_ Date \_\_\_\_\_