

# Virginia Techniques Gymnastics, Inc.

1550 Roanoke St, Suite C, Christiansburg VA 24073  
 (540) 381-5151 www.vatechniques.com



## Three or more Character References Required for Employment

To be hired at VTGI, you are required to supply at least three character references attesting 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)   |       | Email Address     |  |
| Social Security Number   |       | Home Phone Number |  |
| Address  |       | Cell Phone Number |  |
| City   | State | Zip Code          |  |
| Are you 18 years of age or older? Yes ___ No ___ If no, enter your age ___ yrs and DOB ___/___/___ |       |                   |  |

|  |   |
|--|---|
| Are you legally authorized or permitted to work in the United States? Yes ___ No ___ | Have you ever been convicted of anything other than a traffic violation? Yes ___ No ___ If yes, explain _____ |
|--|---|

|  |                             |                                  |
|--|-----------------------------|----------------------------------|
| Positions you are applying for?                          | How did you learn about us? |                                  |
| Full Time ___ Part Time ___ Summer Only ___ Other: _____ | Pay range expected          | Date you are available to start? |

### Availability

|                                 |     |     |     |     |     |     |     |  |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|--|
| When are you available to work? | SUN | MON | TUE | WED | THU | FRI | SAT |  |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|--|

I can be flexible with my schedule. Yes \_\_\_ No \_\_\_

Can you work over our areas' university breaks? Yes \_\_\_ No \_\_\_

Teaching physical education skills to children sometimes requires quick or unexpected movements including lifting or catching (spotting) children weighing 150 lbs or more. Your position may also require lifting and adjusting heavy mats or equipment. 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) which you 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 students, clients, coworkers, or others.

### Education

| Name and Location of School | No. of Years Completed | Graduated | Degree & Major |
|-----------------------------|------------------------|-----------|----------------|
| High School / GED           |                        |           |                |
| College                     |                        |           |                |
| Other                       |                        |           |                |

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

## Employment History

List all employment starting with most recent position held. You may attach a resume. This information will be used in reference checks. Failure to answer all items in the following sections may eliminate you from further consideration.

|  |                              |
|--|------------------------------|
| <b>Company</b>                         | Company Address              |
| Position Title                         | Date Employed (Month / Year) |
| Supervisor's Name, Title, Phone Number | May we contact supervisor?   |

Describe your duties and responsibilities

Start wage \$ \_\_\_\_\_ Final wage \$ \_\_\_\_\_ Reason for Leaving

|  |                              |
|--|------------------------------|
| <b>Company</b>                         | Company Address              |
| Position Title                         | Date Employed (Month / Year) |
| Supervisor's Name, Title, Phone Number | May we contact supervisor?   |

Describe your duties and responsibilities

Start wage \$ \_\_\_\_\_ Final wage \$ \_\_\_\_\_ Reason for Leaving

|  |                              |
|--|------------------------------|
| <b>Company</b>                         | Company Address              |
| Position Title                         | Date Employed (Month / Year) |
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Describe your duties and responsibilities

Start wage \$ \_\_\_\_\_ Final wage \$ \_\_\_\_\_ Reason for Leaving

### Other Accomplishments (school, job, certifications, volunteer work)

(attach separate paper if needed)

### List coaching and personal experience (competitive, recreational, preschool, cheerleading, camps, etc). Please include levels and awards/achievements.

(attach separate paper if needed)

### Warmth, friendliness and a desire to serve are essential qualities for VTGI employees. At the end of the day clients go home with memories of the way they have been treated. Please tell us about you and your ability and desire to become part of the Virginia Techniques Family.

(attach separate paper if needed)

I certify that the statements on this application and during an interview are true and complete.

**Initial here** \_\_\_\_\_

I understand that if I am hired, any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. **Initial here** \_\_\_\_\_

VTGI's number one concern is to provide a safe and happy environment for its students. Please know, VTGI performs background checks on employees. **Initial here** \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



### **Three or More Written Character References Required**

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

Enclosed:

1. Four reference forms (you may make photocopies if you wish)
2. One application to be filled out by you

Seek your references from the following:

1. Former and/or current supervisors
2. Teachers and/or school administrators/coaches
3. Clergy
4. Community and/or business leaders
5. People for whom you baby-sit
6. Friends, family\*
7. Other

Please deliver references to VTGI by one of the following methods:

1. US Mail to  
VA Techniques  
1550 Roanoke St  
Suite C  
Christiansburg, VA 24073
2. Email to [office@vatechniques.com](mailto:office@vatechniques.com)
3. Fax to 540-381-5261 (call first to assure confidentiality)
4. Hand delivery by applicant to VTGI in a sealed envelope with author's signature over envelope flap

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



This letter is in reference to \_\_\_\_\_, who recently applied for employment at Virginia Techniques Gymnastics, Inc. (VTGI).

VTGI employees work with and around children, often in an unsupervised environment. Therefore, in order to be considered for employment at VTGI, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant's suitability for employment. Please complete and return this form to the address listed below. Time is of the essence as the applicant's employment process cannot be completed until all reference letters are reviewed. Your thoughtful assistance will be appreciated and your confidentially assured.

Please return to:

**Cheryl Johnson**  
**VTGI Owner/Program Director**  
E-mail: cheryl@vatechniques.com  
Phone: 540-381-5151  
Fax: 540-381-5261  
Virginia Techniques Gymnastics, Inc.  
1550 Roanoke St, Suite C  
Christiansburg, VA 24073

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? 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? YES NO (If yes, please explain)
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 (If yes, please explain)
6. Please summarize your opinion of this applicant's character focusing on their suitability to work with or around children.

(Please continue on reverse side, if necessary)

|                  |             |
|------------------|-------------|
| <i>Signature</i> | <i>Date</i> |
|------------------|-------------|

Name (Print): \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_



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|                  |             |
|------------------|-------------|
| <i>Signature</i> | <i>Date</i> |
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Name (Print): \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_



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|                  |             |
|------------------|-------------|
| <i>Signature</i> | <i>Date</i> |
|------------------|-------------|

Name (Print): \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_