



**Application  
For Employment  
Office Staff**

Return completed application to  
**info@scampsgymnastics.com**

_____	_____	_____	_____
Last Name	First Name	Middle Initial	
_____	_____	_____	_____
Address	City	State	Zip
_____	_____		
Home Phone	Cell Phone		
_____			
E-mail Address			

What office skills do you have experience with?

Typing \_\_\_\_\_ Words Per Minute \_\_\_\_\_  
 Balancing Cash Drawer \_\_\_\_\_  
 Receptionist/Phone Skills \_\_\_\_\_  
 Adding Machine \_\_\_\_\_  
 Inventory \_\_\_\_\_  
 Credit Card Machine \_\_\_\_\_

Do you have experience with computers? \_\_\_\_\_ What type of systems (Mac OR PC)? \_\_\_\_\_

Have you ever worked with Publisher \_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_

Have you used Google Spreadsheets? \_\_\_\_\_

Please list other programs you have worked with \_\_\_\_\_

Do you know how to calculate percentages? \_\_\_\_\_

What do you feel are your best office skills? \_\_\_\_\_

Have you ever been dismissed from employment? \_\_\_\_\_ If so, please explain \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, please explain \_\_\_\_\_

Why would you like to work for Scamps, Inc.? \_\_\_\_\_

What date could you start? \_\_\_\_\_

Please list the hours you are available to work.

How many hours are you looking for? \_\_\_\_\_

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education—(beginning with High School)

School

Dates Attended

Degree Received

School	Dates Attended	Degree Received

**Work Experience—Start with most recent place of employment**

Place of employment \_\_\_\_\_ Dates employed \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Place of employment \_\_\_\_\_ Dates employed \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Place of employment \_\_\_\_\_ Dates employed \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Work Related References**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

How acquainted? \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

How acquainted? \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

How acquainted? \_\_\_\_\_

The information provided in this application for employment is true and complete. If employed by Scamps, Inc., any misstatement on this application may result in my dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date