

**EMPLOYMENT APPLICATION
GROSLIMOND TENNIS SERVICES, INC.**

Please print in black or blue ink and complete all sections.

I. Applicant Contact Information

Applicant Name _____

Phone _____ Email Address _____

Street Address _____

City _____ State & Zip _____

How were you referred to Groslimond Tennis Services? _____

II. Employment Qualifications

Position Applying For _____

Current Occupation _____

Current Employer _____

Current Job Responsibilities _____

Special Interests, Hobbies, Skills _____

III. Availability and Compensation

Wages desired \$ _____

If hired, on what date can you start working? ____ / ____ / ____

Availability to Work? (State days & hours)

Days _____

Evenings _____

Weekends _____

IV. Personal Background Information

Have you ever previously applied to / worked for Sandy Springs Tennis Center? Y or N

If yes, please explain (include dates). _____

Do you have any friends, relatives, or acquaintances working for GTS? Y or N

If yes, state name & relationship. _____

If hired, would you have transportation to/from work? Y or N

Do you have a valid driver's license? Y or N

If yes, please provide your license number. _____

Are you over the age of 18? Y or N

If under 18, hire is subject to verification of minimum legal age.

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States (per federal, state and city requirements including E-Verify)? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed. _____

Have you ever been convicted of a criminal offense including felony or misdemeanor? Y or N

If yes, please describe the crime; state nature of the crime(s) including when and where convicted and disposition of the case. _____

V. Previous Experience with Children/Youth

Complete this section if you are applying for a position as a teaching pro/instructor for junior tennis including summer camp.

Why do you want to work with children/youth? _____

What gifts, education, training or interests do you have that would help you work with children/youth?

What are your views on appropriate ways to discipline children? _____

Have you ever had to deal with a child abuse situation in any way, including being abused, being accused of abuse, knowing someone who was abused, etc.? Y or N

If Yes, please explain. _____

If Yes, what was your role? _____

VI. References

Please list three personal references and provide a complete address and phone number for each.
References may not be related to you by blood or marriage.

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Do we have your permission to contact these references as well as anyone else GTS determines necessary in order to obtain information about you for the purpose of considering you for a position of employment with GTS? [] Y or [] N

Do we have your permission to share this information with any and all persons who will participate in reviewing and acting on this application? [] Y or [] N

VII. Education and Training

College/University

School name: _____

School address: _____

School city, state, zip: _____

Years of Attendance: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____ Year earned: _____

School name: _____

School address: _____

School city, state, zip: _____

Years of Attendance: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____ Year earned: _____

Vocational School

School name: _____

School address: _____

School city, state, zip: _____

Years of Attendance: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____ Year earned: _____

Military

Branch: _____

Rank at Time of Discharge: _____

Years of Service: _____ to _____

Terms of Discharge: _____

Skills/duties: _____

Related details: _____

High School

School name: _____

School address: _____

School city, state, zip: _____

Years of Attendance: _____ Number of years completed: _____

Did you graduate? [] Y or [] N If no, do you have a GED? [] Y or [] N

VIII. Work and Professional Experience

USPTA Certification: [] Y or [] N Year Certified: _____ (Include copy of certificate.)

Other Professional Certification: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: Pay: \$ Per:	Position title/duties, skills: Supervisor: Telephone:	Start date:	End date:
		Reason for leaving:	
Employer name and address: Pay: \$ Per:	Position title/duties, skills: Supervisor: Telephone:	Start date:	End date:
		Reason for leaving:	
Employer name and address: Pay: \$ Per:	Position title/duties, skills: Supervisor: Telephone:	Start date:	End date:
		Reason for leaving:	
Employer name and address: Pay: \$ Per:	Position title/duties, skills: Supervisor: Telephone:	Start date:	End date:
		Reason for leaving:	

IX. An Equal Opportunity Employer

This application is for employment by Groslimond Tennis Services, Inc., an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization. The Sandy Springs Tennis Center is managed under contract by Groslimond Tennis Services, Inc.

I certify that the information provided above is accurate and factual to the best of my knowledge.

Signature of Applicant **Date**