

BlackDiamond kids center

EMPLOYMENT APPLICATION PACKET

Black Diamond Gymnastics LLC., DBA Black Diamond Kids Center

2015 Elkins Way Suite D.

Brentwood, CA 94513

(925) 516-6619 Fax- (925) 516-0466

www.blackdiamondkidscenter.com

Enclosed in this packet:

1. Things to Consider Before Applying
2. Employment Application
3. Three Reference Forms and Envelopes

Directions for completing Employment Packet:

1. Read the Things to Consider Before Applying: (keep for your records)
2. Read the Employment Application Directions
3. Complete Employment Application
4. Obtain 3 references: Follow the directions for the references
5. Turn in completed Employment Application to Black Diamond Customer Service
6. Our Human Resource Director will contact you regarding your employment application

Please follow all the directions carefully when filling out the Employment Application.

Thank you!

Things to Consider Before Applying

Thank you for your interest in applying for a position here. In the following section we have outlined some ideas for applicants to consider before applying for employment with our team. We believe that in order to accomplish our vision, live out our values and reach our goals, we need people who are truly aligned with the vision, values, principles and standards that are necessary to reach these ends.

Company Vision

Our vision is to help kids, parents and team members be confident, courageous and compassionate champions who make a positive difference in the world.

We believe that working with families, kids and teens is one of the most noble and honorable things a person can give their life and energy to. Our world needs more people dedicated to this invaluable mission. The company's goal is to have a positive impact on as many kids and teens in our communities as possible. We are passionate about our pursuit of this mission. Any decision, behavior, or action within the company must be in line with this mission.

Company Values

Positive Impact in the World

- Positive impact means you leave people and situations better than when you arrived.
- We positively impact student's lives by helping them discover their strengths, talents and giftedness.
- We positively impact customers' lives by supporting them in the task of raising their kids.
- We positively impact team members' lives by helping them discover their potential and live it out.

Why Positive Impact?

- The world needs more people making a positive impact.
- We want to make sure our impact on the world has a positive ripple effect for generations.
- When you make a positive impact in the life of someone else your passion for positivity increases.
- Whatever we do, wherever we go we will make a positive impact in the world!

Respect people

What is Respect?

- Respect is treating people with dignity, love and worth because we recognize that everyone has value and everyone's existence is important.
- Respect is shown to others when we intentionally encourage people that they are worthy and valuable.

Why Respect For People?

- People thrive and flourish when they feel respected, cared for, loved and valued.
- We want to see everyone connected to the company thrive and flourish in life, because they feel respected, cared for, worth and valuable.
- When people feel respected worthy, then they will positively impact the world and help others.

Innovation and Improvement All the Time.

What is Innovation and Improvement?

- Innovation is constantly looking for new programs, processes, systems and methods to positively impact the world.
- Innovation is driven by our curiosity and creativity. Be curious and creative to improve everything we do so that we can better help people.

Why Innovation and Improvement?

- The world's needs and problems are constantly changing. We must adapt and innovate to meet these needs with great solutions.
- Innovation, curiosity and creativity are essential aspects of being human.
- "We can always do better, we can always go further, we can always find new possibilities." Henry Ford

Deliver the Wow.

What is it to Deliver the Wow?

- Wow is delivering a service that exceeds people's expectations so much that they are shocked by the amazing experience.

Why Wow?

- People deserve to experience wow, especially if they are paying for something.
- When you deliver a wow performance, the best in you gets ignited and is recognized by others.
- We choose to live a life full of wow and choose to avoid living a mediocre life.

Excellence in Who We Are and What We Do.

What is Excellence?

- Excellence is simply being your best. This is not perfection.
- Be your best means you strive to discover and live your best self.
- Your best self is the best version of you.

Why Excellence?

- When we experience excellence it causes us to feel joy, peace, goodness and other things that are awesome in this world.
- The intention of this life was excellence, so experiencing it brings us closer to the real purpose of life, which gives us more life.

Other Guiding Principles

Be a place where people love to work.

We strive to provide our employees with the most rewarding and meaningful experiences of their life. We work to provide employees with a trusting, kind, and positive place of employment. Our approach is to create a culture that utilizes every team member's gifts and talents to their full potential. The company culture is based on the belief that we

must work together as a team, not as individuals. The success of the company depends on our ability to work together as a team, not the success of each individual employee. Therefore, it is every employee's responsibility to assist other employees in achieving success. This responsibility is key to creating a place people love to work. If your goal is to help your fellow team members achieve new heights of success, then you will naturally be contributing to the progressive development of a positive work environment.

Be a business that models good citizenship to the community.

We want to model for our students and customers good citizenship. We accomplish this through supporting various charities, organizations, and/or community events. Our goal is to always maintain an active role in giving monies, services, or volunteers to support the betterment of our community.

Have an exciting time changing the world.

This is a fun and exciting place to work. One of the best experiences in the world is seeing a child's face filled with a smile ear-to-ear and knowing that you contributed to that joy; that is true fun and excitement. We also work very hard to keep our environment positive and fun, because if we are having fun, then the students and customers who walk through the doors will have fun.

Operate the premier children's and teen center in our area.

For the company to reach this goal we must be a team of people who are completely dedicated to helping kids and teens. As a team, our first and foremost priority is to provide a positive and safe experience that will raise a child's self-esteem. We believe our ability to operate the premier kids center will always be determined by our ability to provide an exceptional and professional level of service that exceeds all of the customer's expectations. Exceeding the expectations of the customers will lead to loyal customers. We will always be searching for new, innovative ways to exceed expectations. We are a service business specializing in the education of kids and teens. Consequently we seek to find people who share the same concern for kids and teens and understand the level of professionalism and service that this type of business demands. We take the staff selection process of an applicant very seriously. It is our responsibility to find the most qualified people who believe in our vision: "to help kids, parents and team members be confident, courageous and compassionate champions who make a positive difference in the world".

Verify Application Information

We will verify all information you provide on your application. Any false or misleading answers will disqualify you from consideration of employment. Honesty is an essential component to being part of the team. Therefore it is vital that you provide truthful information about yourself.

Committed to Health

We are committed to improving the health of kids and teens; therefore we are committed to maintaining a drug-free, tobacco free, and alcohol free workplace. Employees are not allowed to use tobacco products while wearing a team member uniform.

References

We will verify all of your references. We must have all three references on file before the application and interview process can be finalized. If you are unable to obtain any references or provide us with any references, we will not be able to consider you for employment. Please make sure that your references are aware that we will be calling them and we have your permission to contact them. Obtaining references requires some work, but in the end the extra work will help everyone succeed.

Let Us Know About You

On the last page of the application, you are given the opportunity to let us know why you would be a great asset to the team. We suggest that you take time to think about yourself and present a strong case for why we should hire you.

Application Process

After your application has been reviewed you may receive a phone call to schedule your first interview if there are positions available. If you receive an interview you can expect to answer questions about various situations, and provide your viewpoint on issues you may face while working here. Based upon our interview observations, reference reviews, and application review, you may be asked to return for a second interview. The second interview process will be with the director of the specific program you are applying for. Before the hiring process is complete you will also be required to be involved in 2 trial classes (if applying for a teaching position) or a customer service situation (if applying for a customer service position). After these interviews the Human Resource director will inform you on the selection process. Please be patient with the selection process. If you are not offered a position at this time, we encourage you to apply again in the future. Sometimes the interview process is overwhelming the first time through and requires a second try. Often it may take two or three times to succeed at something, but you will learn something each time. We encourage you to apply again, if it is your passion to work with kids and teens in this context.

Growth

The expectation here is that you will take active steps in your own growth both professionally and personally. We believe that in order to contribute to the healthy development of kids, teens, and their parents, we must be actively pursuing ways to grow professionally and personally. Active steps in your growth may include attending trainings, reading books, participating in department meetings, or undergoing performance evaluations. We take great strides to make sure all team members have avenues and experiences to facilitate their growth and development. We expect every team member to contribute to the growth and success of their fellow team members and the company. Every team member's performance is evaluated in regards to their own contribution to the team, but also their contribution to their fellow team member's success.

Reliability

Children need stability to feel safe, especially when they are learning new skills. It is our responsibility to provide students with a stable and safe environment in which they can grow. Therefore we expect team members to be dedicated, on time, reliable, and committed to working here in order to ensure a stable environment for kids. Individuals with constantly changing schedules tend to not work well with our need for stability and commitment.

You may want to look at our vision and values listed on our website to really make sure you align with who we are, especially if you want to be prepared for the interview. Remember that we are not just another job and we are not just looking for another employee. We are looking for people who are naturally aligned with and motivated to pursue the same vision, values and goals.

Thank you for your interest in applying for a position with our team. We hope you will be successful in all of your life endeavors.

Employment Application Instructions

Black Diamond Gymnastics LLC., DBA Black Diamond Kids Center

2015 Elkins Way Suite D.

Brentwood, CA 94513

(925) 516-6619 Fax- (925) 516-0466

www.blackdiamondkidscenter.com

Enclosed:

1. Application for employment at Black Diamond Kids Center
2. Three reference forms **(Must be on file before application process can be completed).**
3. Three-business return envelopes for references.

References:

Three references must be provided by any of the following:

1. Former/Current Employer or Supervisor
2. Teacher
3. School Administrator
4. Coach
5. Clergy
6. Community/Business Leader

Please deliver references to Black Diamond Kids Center by one of the following methods:

1. U.S. Mail to: Black Diamond Kids Center (Address above)
2. Hand delivery by applicant or reference in a sealed envelope with reference's signature over the envelope flap.

EMPLOYMENT APPLICATION

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To be hired at Black Diamond Kids Center, you are required to supply three references, which attest to your suitability for employment at the facility. **References MUST be on file before the hiring process can be completed.**

Personal Data

Name (Last): _____ (First): _____ (Middle): _____ Email: _____

Address: _____ City/State: _____ Zip: _____ Phone: _____

Are you 18 years of age or older: Yes No If No, enter your age: _____ and DOB: _____/_____/_____

Are you a citizen of the USA or have a legal right to work in this country: Yes No

Have you ever worked at Black Diamond Kids Center? Yes No

If yes, who was your supervisor and under what conditions did you leave employment?

Position(s) applying for:

How did you learn about us?

List the name of the BDKC employee or BDKC customer who referred you:

Pay Range expected: _____ Date you are available to start work: _____

At Black Diamond Kids Center 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. Please indicate below if you have any current or past conditions which might keep you from safely performing the physical requirements for the position for which you are applying:

Yes, I am able to perform the physical requirements of the position for which I applied without jeopardizing my safety or the safety of Black Diamond Kids Center students, clients, guests, co-workers or others.

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

Educational Data

Name and Location of School	Graduated	Years Completed	Major/Course Study
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High School:	<input type="checkbox"/> Yes	1 2 3 4	
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No

College/other:	<input type="checkbox"/> Yes	1 2 3 4	
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No

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

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 Black Diamond Kids 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 hire 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 owners of Black Diamond Gymnastics LLC. (DBA Black Diamond Kids Center). I have read and agree to the above statement.

Initial here: _____ Signature: _____ Date: _____

Black Diamond Kids 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 of 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

Black Diamond Kids Center's number one concern is to provide a safe and healthy environment for its students. To that end, please know, Black Diamond Kids Center performs background checks on employees.

I understand and agree that Black Diamond Kids Center will administer background checks on me and that initial and continued employment is conditional upon the results of these checks.

Signature: _____ Date: _____

About You

Fun, friendliness, and a desire to help others are essential qualities for all positions at Black Diamond Kids Center. At the end of each day our students and customers go home with only their memories of the way they were treated by each employee they encountered. Knowing this, please use the space below to tell us what you would contribute to the team and why you would be a good asset to the Black Diamond Kids Center team:

Employment Application: REFERENCE FORM

Black Diamond Gymnastics LLC., DBA Black Diamond Kids Center

2015 Elkins Way Suite D. Brentwood, CA 94513

(925) 516-6619 Fax- (925) 516-0466

www.blackdiamondkidscenter.com

This letter is in reference to _____, who recently applied for employment at Black Diamond Kids Center.

Black Diamond Kids Center employees work with and around children, therefore in order to be considered for employment at Black Diamond Kids 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 complete and return this form to address listed above. Thank you for your thoughtful assistance.

1. How long have you known applicant? _____
2. Describe your association/relationship with the applicant? (Co-worker, relative, teacher, coach, employer, community leader, 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 the applicant ever been dismissed or been asked to resign from a position because of failure to carry out responsibilities? Yes / NO
5. Please summarize your opinion of this applicant's character in particular their suitability to work with or around children.

(Use back side if more space is necessary)

Signature: _____ Date: _____

Name (Print): _____ Phone: _____

Address: _____

Email: _____

Employment Application: REFERENCE FORM

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2. Describe your association/relationship with the applicant? (Co-worker, relative, teacher, coach, employer, community leader, etc.)

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(Use back side if more space is necessary)

Signature: _____ Date: _____

Name (Print): _____ Phone: _____

Address: _____

Email: _____

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(Use back side if more space is necessary)

Signature: _____ Date: _____

Name (Print): _____ Phone: _____

Address: _____

Email: _____