

Hiring and Employment Policies of Alley Oop Gymnastics Center

Thank you for considering Alley Oop Gymnastics Center as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and initial each at the left to note that you have read and understand them.

- Alley Oop Gymnastics Center is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.

If you are the successful applicant for this position or for any other position, Alley Oop Gymnastics Center will contact you by telephone, letter, or email to extend an offer of employment to you. The offer letter will provide an overview of terms and conditions of employment.

- Like substantially all American employers, Alley Oop Gymnastics Center employs its personnel "at will." This means that you are free to leave your employment with Alley Oop Gymnastics Center at any time, and Alley Oop Gymnastics Center is free to terminate your employment at any time.
- Alley Oop Gymnastics Center embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with Alley Oop Gymnastics Center is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any intentional misstatement, misrepresentations, or other distorted information in your employment application will be considered the falsification of company documents. Persons guilty of such falsification are subject to discipline up to and including discharge.
- The means of expressing your compensation has no bearing on the length of your employment. Whether your compensation is expressed hourly, monthly, annually or otherwise, all employees are considered "at will," absent express written agreement to the contrary.
- Alley Oop Gymnastics Center maintains demographic data regarding its job applications in order to comply with applicable law and to assure that it is being completely unbiased in its hiring practices. We collect this information in the first part of the Employment Application and clearly identify it. This information will be separated from your application and none of it will, under any circumstances, be used in making hiring decisions.
- All policies of Alley Oop Gymnastics Center are in writing. They are contained in the employee handbook [or are distributed to employees at the time of employment]. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.

I have acknowledged my understanding of the foregoing principles and policies. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____ Date: _____

APPLICANT SCREENING

Staff members, contractors and/or volunteers must consent to, and pass, a formal applicant screening process before performing services for Alley Oop Gymnastics Center.

Elements of our screening process include, as applicable, successful completion of an application, interview, reference check and criminal background check.

EDUCATION ABOUT ALLEY OOP GYMNASTICS CENTER'S PROTECTION POLICIES

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, CLUB educates its applicants about its protection policies and offers applicants an early opt-out by:

- Requiring awareness training before placement and/or before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

WRITTEN APPLICATIONS

Each applicant for a position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Ask open-ended questions that encourage broad answers
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

PERSONAL INTERVIEW

Appropriate staff will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, Alley Oop Gymnastics Center will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

REFERENCES

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant's professional experiences, demeanor and appropriateness for involvement with minor athletes and participants.

RELEASE

Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing Alley Oop Gymnastics Center to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

CRIMINAL BACKGROUND CHECK POLICY

All applicants will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act before providing services for Alley Oop Gymnastics Center. Through this criminal background check, Alley Oop Gymnastics Center will utilize reasonable efforts to ascertain past criminal history of an applicant.

PROCESS

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared before he or she may perform services for Alley Oop Gymnastics Center.

On receipt of the Criminal Background Check Consent and Waiver Release form, Alley Oop Gymnastics Center will request that its vendor perform the criminal background check. As part of its criminal background check, Alley Oop Gymnastics Center will, at a minimum and without limitation,

- (1) perform a national search of state criminal repositories;
- (2) perform a search of state sexual offender registries; and
- (3) verify a person's identification against his or her social security number or other personal identifier.

POTENTIALLY DISQUALIFYING FACTORS

Criminal History

Alley Oop Gymnastics Center will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an applicant from serving as a staff member, contractor and/or volunteer.

Information that could disqualify an applicant includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

Pending Court Cases

No decision will be made on an individual's eligibility for work as a new staff member, contractor and/or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.

Full Disclosure

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If an applicant (1) is arrested, (2) pleas or (3) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a staff member, contractor or volunteer and (1) is arrested, (2) pleas or (3) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or administrator.
- Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.

FINDINGS

Notice of findings will be provided to:

- (1) The designated contact of [TITLE/CLUB] that submitted the application;
- (2) [OTHER DESIGNATED AUTHORITY/CLUB, WHERE RELEVANT];
- (3) [OTHER DESIGNATED INDIVIDUALS, WHERE NECESSARY TO PROTECT THE SAFETY OF MINORS]

ORGANIZATION'S criminal background check report will return a "red light" or "green light" score. A green light score means that the background check vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore

other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A red light finding means the criminal background check revealed criminal records which suggest the applicant “does not meet the criteria” and is not suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

OPTION ONE: Appeal to Organization

APPEAL TO ORGANIZATION

If an individual receives a red light finding and wants to contest the CLUB’s decision not to accept his or her application based on the red light finding, the individual may request a hearing before CLUB’S Review Panel. The Review Panel will consist of: TITLE OF EACH OFFICIAL. The Review Panel will communicate its finding to the individual and TITLES. If the individual disagrees with the finding of the Review Panel, he or she may request an appeal with APPEAL BODY. A decision rendered by the APPEAL BODY shall be final and binding on all parties.

DISCRETION

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of applicants.

--END OPTION ONE--

OPTION TWO: Appeal to Criminal Background Check Vendor

APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the CLUB’s approved Criminal Background Check Vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to the LOCAL/REGIONAL/NATIONAL CLUB. Each LOCAL/REGIONAL CLUB is required by the policy to accept the findings of the approved criminal background check vendor.

Individuals automatically disqualified are excluded from participation in any CLUB sanctioned events and/or activities.

--END OPTION TWO--

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal ⁵background checks will be refreshed every X years or as otherwise required by law, for staff members and/or volunteers who are 18 years of age or older and perform services for CLUB.

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in CLUB's program, a staff member or volunteer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member or volunteer to notify an immediate supervisor, a CLUB administrator or a member of the CLUB's Participant Safety Committee.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for CLUB if the individual has:

Been held liable for civil penalties or damages involving sexual or physical abuse of a minor Work with legal counsel to determine the impact of applicable statutes of limitation on record-keeping.

- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in CLUB; or
- Not met the job requirements

REVIEW OF DISQUALIFIERS

CLUB will review its disqualifiers every two years or as otherwise required or modified by law.

RECORDS

Records are secured onsite for a period indicated by applicable law or until the applicant is no longer affiliated with CLUB, whichever date is later.

Alley Oop Gymnastics Center Application for Employment

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. PLEASE PRINT, except for signature on back of this application. PLEASE USE INK.

Job Applied For: _____ Today's Date: ____/____/____

Are you seeking (circle): Full-time Part-time Temporary Summer

Specify days which you are unable to work: _____

When are you available to start employment? ____/____/____

Salary requested: \$ _____ per _____

PERSONAL INFORMATION:

Name (Last, First, Middle)

Current Street Address

City, State, Zip

Cell Phone #: (_____) _____ Texting? (circle): Yes No

Home Phone #: (_____) _____

Social Security Number (Optional) _____

Are you at least 18 years of age (circle)? Yes No

E-mail address: _____

If hired, can you furnish proof you are eligible to work in the United States (circle)? Yes No

How did you learn of the position? _____

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Where and how long did you have lessons in gymnastics? _____

Any awards or titles won in gymnastics or related fields: _____



EMPLOYMENT HISTORY: (Complete even if you have a resume to attach.)

Account for all periods of time including military service and any periods of unemployment. List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and Complete Address of Employer (street, city, state, zip)	Name and Title of Last Supervisor	Salary or Wage	Reason for Leaving
	<hr/> <hr/>			

Your title: _____ Employer Telephone: _____

Key Duties: _____

Time in Position	Name and Complete Address of Employer (street, city, state, zip)	Name and Title of Last Supervisor	Salary or Wage	Reason for Leaving
	<hr/>			
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Your title: _____ Employer Telephone: _____

Key Duties: _____

Time in Position	Name and Complete Address of Employer (street, city, state, zip)	Name and Title of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: _____ Employer Telephone: _____

Key Duties: _____

Education:

School	Name and Complete address of School (Street, City, State, Zip)	Course of Study	Graduated Yes or No	Grade Completed	Diploma/Degree
High School					
College					
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College					
Other					

GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.

1. Have you ever been convicted under any criminal law; including any plea of "guilty", "no contest" or "deferred adjudication" (excluding minor traffic violations)? Yes No

If yes, when, where, and what was the disposition? _____

2. Do you have charges or prosecutions that are pending? Yes No

3. Have you ever been fired from a job, or asked to resign? Yes No

If yes, please explain _____

4. Do you have any relatives currently employed by this organization? Yes No

5. May we contact your present employer? Yes No

If no, please explain: _____

6. Can you perform the essential functions of the job with or without reasonable accommodation?

Yes No

References:

Give three references, business or faculty, who are familiar with your qualifications

Name	Complete Address (Street, City, State, Zip)	Phone	Occupation



AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and, by my signature, consent to these statements.

Signature _____ Date _____

For HR use only:

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The logo for Alleyoop Gymnastics Center is a stylized graphic. The word "Alleyoop" is written in a large, decorative font. The letters "Alley" are in a dark red color, while "oop" is in a gold color. A gold ribbon graphic loops around the "oop" part of the word. Below "Alleyoop", the words "Gymnastics Center" are written in a smaller, gold-colored font. The "y" in "Gymnastics" is connected to the "o" in "Center".