



# APPLICATION FOR EMPLOYMENT

Manhattan Athletic Club is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal state, or provincial law.

**Please complete entire application to ensure processing.**

<b>PERSONAL INFORMATION</b> (Please print)				
Last	First	Middle	Social Security Number	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes _____ No _____ (MAC is required to comply with federal, state, or provincial law.)				
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes _____ No _____ (proof of U.S. citizenship or immigration status will be required if hired for a position in the U.S.)			Have you been convicted of a felony in the last seven (7) years? Yes _____ No _____ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.	
Present Address	Street	City	State/Province	Zip Code/Postal Code
Permanent Address	Street	City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By	

<b>EMPLOYMENT DESIRED</b> (If you are applying for a hourly position, please keep in mind that the availability of hours may vary).							
Position	Location/Department	Salary Desired	Date You Can Start				
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____ Have you ever worked for Manhattan Athletic Club? _____ If yes, when? _____ Which location? _____							

<b>EDUCATION</b>		Circle Last	Did You	Subjects Studied and
	Name and Address of School	Years Completed	Graduate?	Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for \_\_\_\_\_

**SKILLS** For Office/Administrative position only      Typing WPM: \_\_\_\_\_      10-Key:  Yes  No

Computer Proficiency:     Word for Windows     Excel     Others: \_\_\_\_\_

Have you ever visited a Manhattan Athletic Club location? Where? Describe your experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you like about physical fitness? \_\_\_\_\_

\_\_\_\_\_

Why would you like to work for Manhattan Athletic Club? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS** List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

1	From  To	Current Employer (Name and Address of Employer - Type of Business)	Salary of Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
2	From  To	Previous Employer (Name and Address of Employer - Type of Business)	Salary of Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
3	From  To	Previous Employer (Name and Address of Employer - Type of Business)	Salary of Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
4	From  To	Previous Employer (Name and Address of Employer - Type of Business)	Salary of Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

**REFERENCES** Give below the names of three professional references, whom you have known at least one year.

	Name	Address and Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize Manhattan Athletic Club to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employers (if applicable), and previous employers and organizations contacted by Manhattan Athletic Club to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Manhattan Athletic Club. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Manhattan Athletic Club to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Manhattan Athletic Club at any time without prior notice for any reasons.)**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO HIRING A DIVERSE WORKFORCE.**