



Elite M.A. Centers

Job Application

Position: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you worked at Elite M.A. Centers before? \_\_\_ YES (date \_\_\_\_\_) \_\_\_ NO

Date that you are available to start: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Are there any reasons you may have difficulty performing any of the essential functions of the job which you are applying? \_\_\_ YES \_\_\_ NO

If YES, please describe any accommodation or restrictions:

Do you have a valid driver's license? \_\_\_ YES \_\_\_ NO A clean driving record? \_\_\_ YES \_\_\_ NO

Have you ever been convicted of a misdemeanor or felony? \_\_\_ YES \_\_\_ NO (false information is ground for immediate termination of employment)

If YES, please explain: \_\_\_\_\_

Where did you hear about this opportunity? \_\_\_\_\_

Are you a current or past Elite M.A. Centers student? \_\_\_ YES \_\_\_ NO

Certification: (Check if you have & indicate expiration date)

CPR First aid Lifeguard Kukkiwon Others

EDUCATION

High School years completed: \_\_\_ 0 \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

College years completed: \_\_\_ 0 \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

Graduation Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_ Name of School Degree/Major

1) \_\_\_\_\_

2) \_\_\_\_\_

Please indicate the days and times that you are available for work:

Table with 8 columns (Monday-Sunday) and 2 rows (AM, PM)

SKILLS INVENTORY Please indicate your level of experience in the following topics and activities.

Leave Blank-Topics in which you have no experience

1-topics in which you have participated

2-topics in which you feel qualified to assist or perform

3-topics that you feel you are qualified to teach, lead and supervise

\_\_\_ Tae Kwon Do/martial arts \_\_\_ arts and crafts \_\_\_ phone skills \_\_\_ fitness/sports \_\_\_ scheduling \_\_\_ public speaking \_\_\_ marketing \_\_\_ word processing \_\_\_ sales \_\_\_ teaching \_\_\_ other \_\_\_\_\_

**FORMS** Please indicate your level of experience in the following forms:

*1-Never done it before*

*2-Some knowledge of*

*3-Feel confident to lead/teach*

\_\_Taeguk 1    \_\_Taeguk 4    \_\_Taeguk 7    \_\_Palgwe 1    \_\_Palgwe 3    \_\_Palgwe 5    \_\_Palgwe 7  
\_\_Taeguk 2    \_\_Taeguk 5    \_\_Taeguk 8    \_\_Palgwe 2    \_\_Palgwe 4    \_\_Palgwe 6    \_\_Palgwe 8  
\_\_Taeguk 3    \_\_Taeguk 6    \_\_others\_\_\_\_\_

What other qualifications do you possess that make you suitable for this position?

What experience as an instructor, camp counselor, leader or teacher with responsibility for small group activities?

Explain briefly any previous experience working as an office assistant, sales assistant, or as retail personnel.

Explain briefly any experiences you have working with children.

List other skills you have that might be valuable / interesting to our programs and students.

Describe your hobbies and/or extracurricular interests.

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**EMPLOYMENT HISTORY**

Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary: \_\_\_\_\_  
May we contact them? \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_  
Salary: \_\_\_\_\_  
May we contact them? \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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**REFERENCES**

List two people (professional and personal) who are not related to you and have knowledge of your qualifications for this position.

Professional:

Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ How long have they known you? \_\_\_\_\_  
Phone(s): \_\_\_\_\_

Personal:

Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ How long have they known you? \_\_\_\_\_  
Phone(s): \_\_\_\_\_

I certify that all statements on this application are true and correct to the best of my knowledge.

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

Please enclose a current resume if you have one. Mail / e-mail this application to:  
Elite M.A. Centers 6230-C Rolling Road, Springfield, VA 22152 Phone: 703-644-4889 Fax: 703-462-9205  
E-mail: info@EmaCenter.com