

# WELLWORKS

## Fitness Center Supervisor

Name:	
E-Mail:	
Phone:	
Current Address:	
Permanent Address:	
Permanent Phone:	

Major:	
Minor:	
GPA:	
Expected Graduation Date:	
Check one:	Fresh.   Soph.   Junior   Senior   Grad Student

How many hours would you like to work each week?	__ 5 – 10	__ 10-15	__ 15-20
Are you available to work on evenings and weekends?	Yes	No	
Available (check <b>all</b> that apply):	Summer	Fall	Winter
	Spring	Winter Break	
Do you have experience working in a Fitness Center? If yes, describe:	Yes	No	

1. Why are you interested in this position?
  
  
  
  
2. What classes, work experience, or personal life experiences do you have that would help you in this position?
  
  
  
  
3. Do you currently hold any of the following certifications?  
 \_\_\_ CPR   \_\_\_ First Aid   \_\_\_ Aerobics Instructor   \_\_\_ Personal Training  
 \_\_\_ Other: \_\_\_\_\_
  
  
  
4. List any campus activities or organizations you are involved in:

5. What are your career goals?

6. Do you have any experience working as a clerk/receptionist?  Yes  No

If yes, describe:

7. Skill level: (None, Limited, Good, Excellent)

	Microsoft Office Excel
	Microsoft Office Word
	Confidence in dealing with disgruntled persons
	Receiving payments and making change
	Confidence in informing persons that they owe money/bills past due

## WELLWORKS AGREEMENT FOR EMPLOYMENT

### ATTENDANCE:

We count on your contributions to this office and therefore, miss you when you do not come to work! Please notify us as soon as you know you will be missing work for whatever reasons (illness, going out of town, need to study, etc.) Your academics come first at OU, but your commitment to this job is also essential. If you find that you are unable to work the number of hours you first anticipated, please let us know and we will try to adjust your work schedule. All schedules should be finalized, however, by the second week of the quarter. Please be on time for work--if you are unavoidably detained, please call the office to let us know you are on your way. Repeated absences and/or tardiness will not be tolerated and will lead to disciplinary action and possible termination. If you cannot work your assigned shift, it is your responsibility to find a substitute.

WellWorks will be closed for University holidays, but not necessarily the days surrounding the holiday. Therefore, you will be expected to work during at least one of the holiday times. You will be expected to attend scheduled desk meetings and any departmental training sessions.

### APPEARANCE:

Please dress appropriately for office work. Your attire should be modest and you must practice good grooming. In general we have a casual, but professional atmosphere. We do have a dress code for this position. We will supply you with a "staff shirt" and ask that you wear "khakis" or "docker" casual pants, and athletic shoes when you work. You must wear a nametag while you are at WellWorks. Casual shorts may be worn in warmer weather, but please, no short shorts, jean shorts, mid-drift shirts, tank tops, or baseball caps.

### ASSIGNMENTS & PROFESSIONALISM:

You are expected to perform your duties to the best of your abilities. If you do not understand an assignment, it is your responsibility to speak up and ask questions! We want you to know how to do many tasks and jobs, therefore, training will always be ongoing. Please do not hesitate to ask questions if something is unclear. Socializing while on duty should be kept to a minimum. Confidentiality in all office matters is of importance. The skills you learn in this position should help you in future employment, so do your best and keep a positive attitude.

I have read these policies and will abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date