

Play Action Sports, LLC

Watch, Eat and Play Sports

305 Walden Walk Dr.

Stone Mountain, GA. 30088

Applicant for Employment

Applicant's Name _____

_____ Last _____ First _____ MI _____

Address _____ City _____ State _____

Primary phone _____ Alternative Phone _____ email _____

SSN# _____ D.O.B. _____ Personal Business Name _____

Bus. Tax I.D. _____ Yr. of Bus Est. _____ Independent contractor? Y N

If so, Under what name _____ Address _____

Experience

Yrs. experience **in teaching:**

Dance _____ Style of Dance(s) _____ Company _____

Gymnastics _____ What level _____, Company _____

Aerobics _____ Style of Aerobics _____ Certified with _____ Exp _____

Sports _____ Which Sports: _____ Company _____

In what areas of instruction/ do you specialize: _____

Salary desired? Per Class: _____ Per Week: _____ Per Month: _____ or _____ % of classes

Yrs. experience **in performing:**

Dance _____ Style of Dance(s) _____

Gymnastics _____ What level _____, Which apparatus, _____

Aerobics _____ Style of Aerobics _____ Certified with _____ Exp _____

Sports _____ Which Sports: _____

What age do you prefer to work with? 2-5 6-9 10-12 13-16 17- Adults

Work History

Most recent/current employer: _____

Address: _____ Phone: _____ Ext. _____

Contact /Supervisor: _____ May we contact Y N

Most recent/current employer: _____

Address: _____ Phone: _____ Ext. _____

Contact /Supervisor: _____ May we contact Y N

Are you willing to assist in: Company Events Company office Partnership with company

Hours of availability M _____ T _____ W _____ TR _____ F _____ S _____

3 Reference:

	Reference 1	Reference 2	Reference 3
Name			
Phone			
Title			
<i>Yrs of knowing</i>			
<i>Working w children</i>			
<i>Capacity you know</i>			
<i>Would you rehire</i>			

I attest that all above information is true.

Instructor's Signature: _____ Date _____

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404-454-7928

Instructor's name _____ Today's Date _____

The payment are as follows. _____ will receive \$ _____ per class or per _____.

Special exceptions are:

Site: _____ Rate \$ _____ per hour or _____ %

Site: _____ Rate \$ _____ per hour or _____ %

Site: _____ Rate \$ _____ per hour or _____ %

Instructors' percentage basis:

Pay period runs from 1st to the 30th of the month. Special arrangements may be made for contractors working at special locations or events. Contractors that are paid by percentage will receive pay check on the 15th of the following month following service provided.

Instructors' Hourly basis:

Pay period runs from the 1st-15th contractors will receive pay checks on the 20th & 16th -31st and will receive pay checks on the 5th of following month.

- Under any circumstances are you allow to share the plans, inventions, concepts, of Play Action Sports, Dance & Fitness or Blaze Enrich-Ables. Legal action will follow if fail to adhere to this clause.
- Arrive in Play Action Sports Uniform and with ID badge at site no less tan 15 minutes before the start of the class.
- A class is one-two hour of instructional time. A class length is determined by the client only and Play Action Sports.
- All class will be given to instructor on assignment sheet.
- Original time sheets must be sign by instructor before payroll is processed.
- Play Action Sports, LLC reserves the right to deduct monies, by prorating, for instructors arrive late for a given session of instruction. (see attendance procedures)
- Instructors will be compensated \$20.00 for arriving at a class that has been canceled by a site without giving Play Action Sports administrative personnel adequate notice.
- Instructors will be compensated for overtime (more than 80 hours in a pay period)
- All Over time must be approved by owner/or supervisor.
- Instructors will choreograph a minimum of One piece per discipline (ballet, hip-hop, Jazz, etc...) to be performed at the bi-annual production for all classes. Sports instructors will prepare students for to actually play a game at the end of the season.
- Instructor will prepare and present a syllabus to cover all classes taught.
- Instructor will ear appropriate apparel pertaining to the nature of the discipline being taught during classes (See site procedures)
- Instructor can have the option to send progress report or evaluations to parents where applicable.
- Instructor must keep attendance and have a roster of children and parents number and addresses.

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- Instructor will act in professional manner during instruction, and in communicating with site personnel and parents.

Site procedures for Instructors

Follow these instructions at each site.

1. Arrive in Play Action Sports Uniform and with ID badge at site no less than 15 minutes before the start of the class.
2. Text Program Director when arrived at the site. This is how you clock in and out. If you do not text director you will be considered late and will not get paid for entire class
3. Then have person in charge to sign off on sheet if available.
4. Greet the director or teacher in charge. Ask them if there is anything you need to know before beginning the day's lesson.
5. Set up the classroom/ area. Make sure space is adequate, chairs are aligned, CD player is operable, supplies are ready to use and equipment is safe.
6. If site is a school or childcare facility, round up students. Go to classroom to pick them up. Keeping them in order. If it is not, greet and be ready when participant enter
7. Begin lesson with a warm-up. Explain class rules and goals for the day. Explain consequences for desired and undesired behaviors.
8. Teach lesson approximately 45-50minutes or sports 1-3 hours
9. Close lesson with a summary, and behavior comments.
10. Return students to their classrooms/parents.
11. Prepare classroom/area for next group or for departure.
12. Let director/teacher in charge know that you are leaving
13. Text the program Director when leaving the property. This is how you clock in and out. If you do not text you will automatically be clocked out.
14. Play Action Sports, LLC reserves the right to deduct monies, by prorating, for instructors arrive late for a given session of instruction. (see attendance procedures)
15. Instructors will be compensated \$20.00 for arriving at a class that has been canceled by a site without giving Play Action Sports administrative personnel adequate notice.

Note

If you arrive at a site and class has been canceled or the students are not present,

1. **Find out from a person in charge what has happened**
2. **Call Business/program Executive DeBorja Brantley at (404)454-7928 or Sports Coordinator Jamar Reed (678)368-6537 Cheer Director Octavia Miranda at (404)207-6229**
3. **Have someone at the facility initial your time sheet to verify your arrival and departure times.**

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Attendance Procedures

Instructor must give a written thirty (30) day notice prior to PAS instructor relinquishing contractual duties with Play Action Sports. If thirty (30) day notice is not given Play Action Sports, LLC reserves the right to relinquish all pay to said instructor for services rendered after the last check received.

Instructor is responsible for finding a Play Action Sports, LLC's substitute instructor when he/she is to be absent.

Instructor missing two classes in a month without adequate notice will be given a verbal warning. 3 absences in a month will constitute a written warning and possible termination of contract.

Instructor knowing he or she will miss a class:

1. Must contact or leave a voice message on the Program Director phone at least 3-2 hours advance
2. Call your facility to let them know you are trying to get an instructor to sub for.
3. Call your facility 1 ½ -2 hours in advance if you are not able to find an instructor in time to teach

Payroll Procedures

1. Instructors' percentage basis:
Special arrangements may be made for contractors working at special locations or events. Contractors that are paid by percentage will receive pay check on the day of or five business days after the service provided with a printed invoice. You are responsible for your taxes
2. Instructors' hourly basis:
Pay period runs from the 1st-15th contractors will receive pay checks on the 30th & 16th 31st and will receive pay checks on the 15th of following month. Taxes are deducted out of your checks according to the Federal, state and local government.
3. All time sheets are due on the 15th and the 30th or 31st of every month via, Email with note of approval from director of facility, Faxed, mailed or dropped off with signature.
4. If sent electronically a phone call must follow. Time sheet turned in late will be forwarded to the next pay period.
5. Checks can be picked up at 305 Walden Walk Dr. Stone Mountain, GA 30088 or mailed to the instructor's contract application.
6. Payroll advance will not be made under any circumstances.
7. Special gas arrangements can be made if contractor needs to get to a site. If so, the instructor will let the Program Director know 24hr in advance if he or she needs gas. After Program Director meets Instructor at a decided gas station a receipt will be printed off and signed by Program Director and Instructor indicating approval for the amount on the receipt will be deducted off of instructors check.

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Discipline

Instructors should try these three steps before dismissing a child out of the program.

1. **Redirecting**-Talk to the Child to see what you can do to help the child conduct himself in a more positive way. Change the direction of the child.
2. **Take a break**- give the child "time out" for a minute for every year. For example 3yrs= 3minutes. Again try to understand why the child is acting out.
3. **Warning**- Tell the child if he continues to act out an evaluation sheet a call to the Program Director and his parents will be called.
4. If behaviors persist dismiss the child out of the program for a day or two.

Class Room rules

1. We encourage people and left them up.
2. We follow directions and instructions of our teachers
3. We stay in our areas, without leaving.
4. We excise respect and allow everyone to have a chance to talk one at time
5. We excise honesty; we speak the truth about each other.

Corporal (physical) punishment (penalty) of any kind is not an option for contractors working with Play Action Sports and will be terminated immediately and may be prosecuted by law.

Corporal Punishment means to deliberate infliction of pain and suffering of any kind intended to change a person's behavior or to punish them.

Liability

- Play Action Sports, LLC will conduct a criminal background check to ensure that an instructor will be able to work around children.

I _____ give Play Action Sports, Dance & Fitness permission to conduct a background check on me.

Full Name As it appear on birth certificate _____

My social security number is _____

Signature _____ Date _____

- As a contractor instructor agrees to indemnity and to hold Play Action Sports, LLC not liable from any and all damages, costs, injuries, death cost including Attorney's Fees, arising out of instructor's performance of this contractual agreement.
- Instructors will not accept or contract employment independently with any site or contact previously and currently contracted by Play Action Sport, LLC for a period of fourteen month following termination of contract/employment with Play Action Sports, LLC.
- Instructor is an independent contractor performing service for Play Action Sports, LLC and is thereby responsible for filing and deducting taxes from monies received form Play Action Sports, LLC

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Instructor Statements

Attendance

I have read the Play Action Sports, LLC procedures for Attendance, and I am aware of the attendance procedures. I will make every effort possible to adhere to these procedures. **Initial** _____.

Payroll

I have read the Play Action Sports, LLC Procedures for payroll, and I am aware of the payroll procedures. I will make every effort possible to adhere to these procedures. **Initial** _____.

Discipline

I have read the Play Action Sports, LLC disciplinary measures for working at sites and I am aware of the types of discipline to administer to students. I understand that corporal punishment of any kind is not an option for contractors working with the Play Action Sports, LLC and reports of this type of abuse will result in immediate termination of my contract. I will adhere to behavior management through positive reinforcement. **Initial** _____.

Liability

I understand that a criminal records check will be conducted to ensure that I am able to work with children. I give the Play Action Sports, LLC permission to conduct this type of investigation. I do not know of any impediment of circumstance that would prevent me from working with children. I am aware that the revelation of such circumstance would result in the immediate termination of my contract with the Play Action Sports, LLC. **Initial** _____.

I agree and will follow the policies and procedure stated in the information above.

Instructor's Signature _____ **Date:** _____