



## Employee & Contractor Application

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Kut Fitness is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date of Birth / /
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone ( ) -	Work Phone ( ) -	Other Phone ( ) -	
E-mail Address			
Date Available	Social Security No. - -	Desired Salary	
Position Applied for		Other names under which you have attended school or been employed:	
<b>KUT Fitness</b> thrives on connection, energy, and community—both in person and online. If you maintain a professional social media account where you share fitness content, motivation, or wellness tips, we'd love to see it! This helps us better understand your coaching style and how you engage your audience.			
Professional Social Media Handle(s) Facebook, Instagram, TikTok, etc. (Optional but encouraged):			
Emergency Contact Name		Relationship	Phone ( ) -
Emergency Contact Address (If different from above)			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a physical violence or sex related offense? Any felonies? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			
By submitting this application, you acknowledge and agree to undergo a background check, which may include verification of identity, criminal history, and other relevant records. <input type="checkbox"/> <b>I understand and consent to a background check as a condition of employment or contract work with KUT Fitness.</b>			
Do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, State of issuance, license #, and expiration date:			
To help us maintain a safe and secure environment at Kut Fitness, we may request to view or securely retain a copy of valid government-issued ID (e.g., Driver's License). All personal information will be stored confidentially and handled in accordance with privacy and data protection standards. <input type="checkbox"/> <b>I acknowledge and consent to the identity verification process as described above.</b>			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. <b>Please attach CPR/AED Certification, fitness licenses (NASM, ACE, etc, if applicable)</b>			

**SKILLS:** Please list technical skills, clerical skills, trade skills, specialty training (e.g., HIIT, yoga, mobility) etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

## REFERENCES

Please list two **professional** references. (No relatives)

Full Name	Relationship
Company	Phone (      )      -
Address	
Full Name	Relationship
Company	Phone (      )      -
Address	

**WORK EXPERIENCE** - Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** Kut Fitness reserves the right to contact all current and former employers for reference information.

## PREVIOUS EMPLOYMENT

Company	Phone (      )      -	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?		
Company	Phone (      )      -	
Address	Supervisor	

Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?			
Company		Phone (      )      -	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?			

### MILITARY SERVICE

Branch	Rank at Discharge	From	To
Type of Discharge (If other than honorable, explain☺)			

### INSURANCE REQUIREMENTS (INDEPENDENT CONTRACTORS ONLY)

#### Insurance Requirements

Do you currently maintain the following insurance coverage?

- **General Liability Insurance** with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate
- **Professional Liability Insurance** with a minimum limit of \$1,000,000

YES ☐ NO ☐ If not, why?

***Please submit a current Certificate of Insurance (COI) verifying coverage. Proof of insurance is required prior to commencing any services at KUT Fitness. Note: KUT Fitness must be listed as an additional insured on your General Liability policy.***

### DISCLAIMER AND SIGNATURE

#### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination of employment if discovered at a later date. I authorize Kut Fitness to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Kut Fitness serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I may be terminated without right of appeal.

Signature

Date      /      /

### OFFICE USE ONLY: ROLE TYPE

<input type="checkbox"/> Employee	<input type="checkbox"/> Independent Contractor
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## Kut Fitness Applicant Screening Policy for Background Checks

### Procedures for Evaluating Applicants with Criminal Histories

This policy provides a framework for evaluating applicants who have a criminal history, ensuring a fair and consistent process while prioritizing the safety of all gym members, especially minors. The following criteria will be used to make a decision on whether to approve or reject an applicant.

#### Section 1: Offenses Covered by This Policy

This policy applies to applicants who have been convicted of a felony, a violent offense, or a sexual misconduct-related offense, as identified by a comprehensive background check. Our priority is to prevent individuals with a history of predatory behavior or violence from being in a position of trust or authority, particularly with minors.

#### Section 2: Fair and Reasonable Criteria for Evaluation

When an applicant's background check reveals a relevant conviction, a thorough and individualized assessment will be conducted by a designated senior manager or human resources representative. The decision to approve or reject the applicant will be based on the totality of the circumstances, considering the following factors:

- **Nature of the Offense:** The specific details of the crime will be carefully reviewed.
  - **Violent or Sexual Offenses:** Convictions for violent crimes (e.g., assault, battery, armed robbery) or sexual offenses (e.g., molestation, sexual assault, statutory rape) will be given the most weight and will generally result in rejection due to the high risk they pose to our members.
  - **Non-Violent Felonies:** For non-violent felonies, the nature of the crime and its relevance to the job duties will be considered. For example, a conviction for fraud would be viewed differently from a drug-related offense, although both are serious.
- **Time Since Conviction:** The length of time that has passed since the conviction and completion of the sentence (including parole or probation) is a key factor.
  - **Recent Convictions:** Recent convictions (e.g., within the last 5-7 years) will be given significant weight and are more likely to result in rejection.
  - **Older Convictions:** Convictions that occurred a long time ago (e.g., 10+ years) may be considered, particularly if there is no subsequent criminal history and there is evidence of rehabilitation.
- **Evidence of Rehabilitation:** We will consider any documented evidence that the applicant has taken steps to reform their behavior. This may include:
  - Successful completion of a rehabilitation program, counseling, or therapy.
  - Letters of recommendation from probation officers, counselors, or employers.
  - A stable employment history since the conviction.
  - Demonstrated remorse and accountability for their past actions.
- **The Position Applied For:** The specific responsibilities of the role will be considered. A position with direct, unsupervised access to minors will have a stricter standard than a role with no member interaction.
- **Jurisdictional Requirements:** The policy will be reviewed to ensure compliance with all federal, state, and local laws regarding background checks and employment decisions.

#### Section 3: The Review Process

1. **Initial Screen:** All applicants will undergo a standard background check as part of the hiring process.
2. **Referral for Review:** If the background check reveals a felony, violent offense, or sexual misconduct-related offense, the applicant's file will be flagged and forwarded to the designated senior manager for an individualized review.
3. **Review and Decision:** The designated manager will review the information, apply the criteria in Section 2, and make a final determination. The decision will be documented and stored in a confidential file.
4. **Adverse Action Notice:** If an applicant is rejected based on the background check, they will be provided with a copy of the background check report and an opportunity to dispute its accuracy, in compliance with the Fair Credit Reporting Act (FCRA).

#### Section 4: Disclaimer

This policy is for internal guidance only and is not a substitute for legal advice. Laws regarding hiring, background checks, and criminal history vary and are subject to change. Kut Fitness reserves the right to make a hiring decision based on its assessment of the risk to members, employees, and the organization's reputation.