

Scholars Academy Front Desk Staff Application

Thank you for your interest in joining the Scholars Academy team as a Front Desk Staff member. We are looking for friendly, organized, and reliable individuals to help with customer service, administrative tasks, and maintaining a welcoming environment for our students and their families. Please complete the application below for consideration.

Personal Information:

- **Full Name:**
- **Address:**
- **Phone Number:**
- **Email Address:**
- **Date of Birth:**

Position Applying For:

- Front Desk Staff

Availability:

(Please check all that apply)

- Weekdays (Morning)
- Weekdays (Afternoon)
- Weekdays (Evening)
- Weekends
- Other: _____

Work Experience:

1. **Do you have any previous experience working at a front desk or in a customer service role?**
 - Yes
 - No
2. **If yes, please provide details:**
 - **Position Title:**
 - **Company/Organization:**
 - **Dates of Employment:**
 - **Responsibilities:**
 - _____
 - _____
3. **Do you have any experience with administrative tasks such as answering phones, scheduling, or data entry?**

- ☐ Yes
- ☐ No

4. If yes, please describe:

- ☐ _____
 - ☐ _____
-

Skills & Qualifications:

1. Please list any skills you possess that would be valuable in a front desk role (e.g., communication, organization, computer skills):

- ☐ _____
- ☐ _____
- ☐ _____

2. Are you comfortable using office software (e.g., Microsoft Office, Google Workspace) and managing online scheduling systems?

- ☐ Yes
- ☐ No

3. If yes, please specify the programs you are familiar with:

- ☐ _____
- ☐ _____

4. How do you handle high-pressure situations or difficult customer interactions?

- ☐ _____
 - ☐ _____
 - ☐ _____
-

Education:

1. Highest Level of Education Completed:

- ☐ High School
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Other: _____
-

Customer Service Experience:

1. Describe your approach to providing excellent customer service in a busy environment:

- ☐ _____
- ☐ _____
- ☐ _____

2. Why do you think customer service is important for a front desk role at a martial arts academy?

- ☐ _____

- _____
- _____

Certifications & Other Experience:

1. **Do you have any certifications relevant to the role (e.g., CPR, First Aid)?**

- Yes
- No

2. **If yes, please list:**

- _____
- _____

3. **Have you worked in a martial arts, fitness, or sports environment before?**

- Yes
- No

4. **If yes, please describe your role:**

- _____
- _____

References:

Please provide two professional references who can speak to your experience and qualifications:

Reference 1:

- Name: _____
- Phone Number: _____
- Email: _____
- Relationship: _____

Reference 2:

- Name: _____
- Phone Number: _____
- Email: _____
- Relationship: _____

Personal Statement:

(Briefly explain why you are interested in this position and how you will contribute to the Scholars Academy team.)

- _____
- _____
- _____

- _____

Signature & Date:

I certify that the information provided in this application is true and complete to the best of my knowledge.

- Signature: _____
- Date: _____

How to Submit:

Please submit your completed application to Scholars Academy via email at jbaker@scholarsacademy.us or drop it off at our facility.