

YOUR JOURNEY TO JOINING THE ALIGNED MOVEMENT DREAM TEAM STARTS HERE

RECEPTION APPLICATION

ALIGNED MOVEMENT LLC

Full name: _____ Phone: _____

Email: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Position & Availability:

What position are you applying for?

Check all that apply

AM Reception PM Reception Weekend Reception

Weekly Availability:

Monday - _____

Friday - _____

Tuesday - _____

Saturday - _____

Wednesday - _____

Sunday - _____

Thursday - _____

How many hours are you looking for? _____

What date are you able to start? _____

Are there any schedule conflicts
we should know about? _____

Are you open to occasionally covering shifts for other
team members when available?

Yes No

Are you comfortable working solo at the front desk during certain shifts?

Yes No

Are you able to stay a few minutes past your
scheduled shift if needed during busy transitions?

Yes No

Work Experience:

Employer 1: _____ Job Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Start Date: _____ End Date: _____

RECEPTION APPLICATION

ALIGNED MOVEMENT LLC

Employer 2: _____ Job Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Start Date: _____ End Date: _____

Experience & Skills:

Do you have prior receptionist, front desk, or customer service experience? Yes No

If 'Yes', please briefly describe: _____

Do you have experience in a fitness, wellness, yoga, or movement studio? Yes No

Are you comfortable using booking software, POS systems, or basic tech? Yes No

Are you comfortable handling:

- Phone calls Yes No
- Emails & messages Yes No
- Payments & check-ins Yes No
- Light cleaning / tidying shared spaces Yes No

Do you have your own reliable mode of transportation to complete occasional work-related errands during shifts? Yes No

Do you currently hold a valid CPR Certification (required), or are you willing to obtain one if hired? Yes No

Alignment with Aligned Movement:

Have you ever taken a class before at Aligned Movement? Yes No

Why are you interested in working at Aligned Movement?

What does "creating a welcoming and grounded space" mean to you?

How would you help a first-time member feel comfortable the moment they walk through the door?

What kind of energy do you aim to bring into shared or community spaces?
