

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

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

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)? Yes No

If you answered "No," would you be 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?