

GDA Work Study Program (You must be over 18 to apply)

Gotta Dance Atlanta, an Atlanta-based dance and fitness training facility, offers a work-study program designed for all levels of dancers in need of financial assistance with dance classes. The program is designed to allow professional and non-professional dancers the opportunity to take classes for free or at a reduced rate.

Duties include client services such as checking in clients, handling payments, and maintaining student records, as well as general office work such as answering phones, studio maintenance, relaying messages/fielding questions, and providing light administrative support for the Studio Director/Coordinator.

Our Work study program is a great opportunity to receive training, and to be a part of the NEW ART team in Atlanta. Work Study Program students donate their time in exchange for classes. The program offers unlimited dance classes or classes at a reduced rate in exchange for working at the studio. Work Study students are allowed to take any of the classes on the Gotta Dance Atlanta schedule. Participants may work any day of the week as desired, depending on availability.

Application/Interview/Orientation

The Work Study program is open to all students. There are no auditions, and students at any level of training may participate. However, there is a \$15.00 non-refundable application fee and applicants must successfully complete the application and Interview/Orientation process. Once you are accepted after the interview, you are required to take a ten hour training course.

The following Work Study Programs are available:

1) Maintenance: The maintenance shift consists of cleaning the Gotta Dance Atlanta facility. Shifts are scheduled in the afternoon and the evening hours after classes. **2) Desk/Telephone Reception:** Participants must be responsible, prompt, and have a positive attitude, remain calm under pressure, be responsible handling money, have excellent organizational and customer service skills as well as the ability to handle detailed work accurately in a fast paced environment, demonstrate ability to multiple tasks, and show proficiency with standard computer programs such as Microsoft Word. You **MUST** be available to work some weeknights, Saturdays and Sundays. If you are not available to work 5-8 hours per week, please do not apply.

*Once offered a Work Study position, we require that you stay on staff for at least four months. At the end of the four month period, you may reapply for another four months as long as you remain in good standing with the organization. The application fee will be waived for reapplying. Gotta Dance Atlanta reserve the right to dismiss any Work Study if requirements are not fulfilled.

If you have any questions, please contact info@got2dance.net.

To apply please send application, application fee with cover letter, resume, references and availability to:
Kim Thomas, Work Study Coordinator/Studio Director
Gotta Dance Atlanta
1778 Ellsworth Industrial Drive, NW
Atlanta, GA 30318
info@got2dance.net
Fax: (770) 489-4214

NO PHONE CALLS PLEASE.

Work-Study Application

Gotta Dance Atlanta
1778 Ellsworth Industrial Drive, NW
Atlanta, GA 30318

Complete this form and mail \$15.00 application fee to the studio. (You must be over 18 to apply)
You will be contacted to set up a personal interview.

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Date of Birth: _____ Sex: M/F E-mail: _____

Please check one of the following:

- I am Citizen of the United States
- I am a Resident Alien

Complete all applicable Information:

Social Security Number: _____

Type of Visa (IF NOT U.S. CITIZEN): _____

I am a Citizen of what Country: _____

Are you available immediately? Yes/No

Availability: _____

Are you available a minimum of 8 hours per week? Yes/No

Do you have your own vehicle? Yes/No

Do you have any commitments that may influence your availability? Yes/No

If yes, please explain below (Job, College, etc):

Please list type of dance, instructors & facility you studied under.

Education:

	Name	Dates Attended	Graduated	Course of Study	Degree
High School					
College					
Grad School					
Other					

Work Experience:

Position	Where	Primary Responsibilities	Dates
			From: To:
			From: To:
			From: To:
			From: To:

References: Please list four

Name	Affiliation	Phone

Describe your computer skills; list any programs you are familiar with.

Describe any clerical skills you have: keyboard, cashier, filing, etc.

By signing my name, I agree that the above information is accurate.

Signature: _____ Date: _____
