

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 enable you to grow as a dancer by equipping you with the necessary skills for a successful dance professional. GDA Work Study Program participants donate their time in exchange for classes. The program offers free dance classes and 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.

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.

Program Requirements:

In order to qualify for the free and reduced rate classes, Work Study Applicants must commit to a 4-month contract, work a minimum of six hours per week and attend bi-weekly Work Study Collaborative meetings.

Work Study applicants should anticipate at least 16 hours a week for availability in order to excel in the program. The expectation is that all Work Study Students take full advantage of the free and reduced class rates, applicants should ensure their availability to take class.

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, students must successfully complete the Application, Interview, and Orientation process. If you are accepted into the program, you are required to take six-hours of training in addition to paying a \$20.00 non-refundable processing fee.

General Expectations:

1) Maintenance: All Work Study Students will be responsible for the cleanliness and maintenance of the Gotta Dance Atlanta facility. Outdoor maintenance may be required.

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 handle multiple tasks, and show proficiency with standard computer programs.

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

To apply, please email application with cover letter, resume, references and position applying for to kimthomas@got2dance.net.

Applications can also be faxed to 770-489-4214.

Work-Study Application

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

Complete this form and send to the studio. (You must be over 18 to apply.)

PLEASE PRINT

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: _____

Do you have any medical conditions? Yes/No Explain: _____

Are you available immediately? Yes/No Date of Availability: _____

Are you available a minimum of 6 hours per week? Yes/No

Can you commit to a four-month time period for the work study program? 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	Supervisors Name/Phone Number	Dates
			From: To:
			From: To:
			From: To:
			From: To:

Professional References: Please list four non-family references.

Name	Affiliation	Phone

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

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

AVAILABILITY

Day	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

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

Signature: _____ Date: _____