

Employment Application

Thank you for applying at “ten”. Please fill out the following questionnaire thoroughly. Incomplete information will weaken the application. After we consider the application, you may be contacted for an interview. If so, be prepared for a 30-60 minute conversation with the Salon Director about your professional goals and the salon industry in general. A resume is helpful and should be submitted with this application or before the interview.

Name _____ Date _____

Social Security Number: _____

Are you legally eligible for employment in the U.S.? _____

Have you ever been convicted of a felony? _____

Daytime telephone (with area code): _____

Evening telephone (with area code): _____

Address:

Why did you choose to apply here ?

What position are you seeking ?

What annual income range do you anticipate for the next year ? (between x - x)

Specify hours available for each day of the week (just use the word “ANY” if applicable)

mon	tue	wed	thu	fri	sat
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Are you willing to work in more than one location ? _____

Do you have any experience with “ten” as either an employee or customer? Where? Describe your experience.

Please list your previous three employers, beginning with the most recent. Provide us with the dates of employment, your responsibilities, and the reason(s) you left. In addition, indicate the telephone number of each employer and whether or not it is OK to contact them.

Most recent employer

Name _____

Dates _____

Responsibilities

Reason for departure

Salary History _____ Telephone _____

OK to contact ? _____

Before them...

Name _____

Dates _____

Responsibilities

Reason for departure

Salary History _____ Telephone _____

OK to contact ? _____

Before them...

Name _____

Dates _____

Responsibilities

Reason for departure

Salary History _____ Telephone _____

OK to contact ? _____

Please indicate three personal references other than family members. Indicate their relationship to you (previous employer, co-worker, etc.) and remember to provide a current telephone number with area code.

1. Name _____ tel # () _____ - _____

Relationship _____

2. Name _____ tel # () _____ - _____

Relationship _____

3. Name _____ tel # () _____ - _____

Relationship _____

Where did you go to high school? _____

Have you taken any college courses or obtained a degree? Please explain (If courses, what subjects; If degree, what in?).

Where did you obtain your salon industry skills (school, apprenticeship, etc.)

What other skills have you developed? Be creative here. Think of your experiences in education, work, and recreation (For example, a runner has developed self-discipline. A waitress may have excellent human relations skills)

Resume attached? Yes ____ No ____

I understand all of the above questions and have answered them truthfully. This company is hereby authorized to investigate the information provided for the purposes of making an employment decision.

Signature _____ Date _____

“ten” is an equal opportunity employer