

EMPLOYMENT APPLICATION

Name _____ Date _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Address _____

Emergency Contact Person/Relationship _____ Phone # _____

Position applying for? _____ Date available to start _____

Desired Wage (Range) _____ to _____ (do not write open or negotiable)

Why do you want to work at Jasmine? _____

Are you currently employed? _____ Where? _____ Current rate of pay? _____

Specify available hours (hours Mon-Fri 8am-9pm, Sat 8am-6pm, Sun 9am-3pm)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Full or part-time? _____ Weekly Total Hours? _____ How many nights? _____

How do you feel about working nights (how many/week)? _____

How do you feel about working weekends (how many/month)? _____

Any physical limitations that prevent you from performing the job you are applying for?

Explain? _____

WORK HISTORY (Most recent employer first)

Employer _____ Dates Employed _____ to _____

Supervisor _____ Phone # _____ OK to contact? _____

Position _____ Wage _____ Benefits _____

Responsibilities _____

Reason for leaving _____

Employer _____ Dates Employed _____ to _____

Supervisor _____ Phone # _____ OK to contact? _____

Position _____ Wage _____ Benefits _____

Responsibilities _____

Reason for leaving _____

Employer _____ Dates Employed _____ to _____

Supervisor _____ Phone # _____ OK to contact? _____

Position _____ Wage _____ Benefits _____

Responsibilities _____

Reason for leaving _____

EDUCATION/TRAINING

High School _____ Graduation Date _____

College/Technical _____ Degree/Training _____

Cosmetology School _____ Graduation Date _____

Special Training or Skills _____

Awards/Honors/Certifications _____

REFERENCES (not family members or friends)

1. Name _____ Phone # _____ Relationship _____

Employer/Title _____ Years Known _____

2. Name _____ Phone # _____ Relationship _____

Employer/Title _____ Years Known _____

3. Name _____ Phone # _____ Relationship _____

Employer/Title _____ Years Known _____

AVEDA TRAINING (list any Aveda classes you have taken in order of most recently)

MANAGEMENT/LEADERSHIP

Have you ever had any management/leadership positions?_____

What were they?_____

Describe responsibilities:_____

COMPENSATION/BENEFITS

Please rank the following in order of importance: (1 most important, 16 being least)

- _____ Tips why
- _____ 401K
- _____ Recognition
- _____ Wage/Salary
- _____ Vacation Pay
- _____ Work Schedule
- _____ Health Insurance
- _____ Service Discounts
- _____ Product Discounts
- _____ Retail Commission
- _____ Advanced Education
- _____ Stress Free Environment
- _____ Unpaid Personal Time Off
- _____ Opportunity for advancement
- _____ Ability to get along with co-workers
- _____ Public recognition of company's reputation

Explain why your #1 choice is important_____

Explain why your #2 choice is important_____

Explain why your #2 choice is important_____

WORK HABITS

Name 3 of your major strengths _____

What 3 areas could you improve on? _____

Please use three words to describe your personal style: _____

Do you usually arrive early, right on time or fashionably late? _____

If you were late for work what might be the reason? _____

How many times in the past year did you call in sick to work or school? _____

If you serviced 10 new clients, how many do you believe would return to you as request? _____

What product lines are you familiar with? _____

What are your current weekly service sales? _____

What are your current weekly retail sales? _____

How do you feel about selling retail? _____

SKILLS (4-excellent, 3-very good, 2-needs work, 1-would like to learn, NA not applicable)

SALON

___ Classic Looks
___ Trendy Looks
___ Long Cuts
___ Short Cuts
___ Men's Cuts
___ Children's Cuts
___ Ethnic Hair
___ Curly Hair
___ Clipper Cut
___ Razor Cut
___ Texturizing
___ Wave/Perm
___ Spiral Perming
___ Wave Reversal
___ Ethnic Relaxer
___ Roller Sets
___ Updos
___ Braiding
___ Extensions
___ Round Brush
___ Flat Iron
___ Marcel Curling
___ Coloring

SPA

___ Manicures
___ French Manicures
___ Pedicures
___ Hot Stone Pedicures
___ Reflexology
___ Brow Waxing
___ Body Waxing
___ Bikini Waxing
___ Brazilian Bikini Wax
___ Lash/Brow Tinting
___ Facials
___ Glycolic Facial
___ Extractions
___ Microdermabrasion
___ Makeup Trends
___ Bridal Makeup
___ Hair Masques
___ Air Brush Tanning
___ Swedish Massage
___ Therapeutic Massage
___ Hot Stone Massage
___ Body Wraps
___ Body Polish

OTHER

___ Answering Phones
___ Client Consultations
___ Strong Communication Skills
___ Outgoing Personality
___ Computer/Software Skills
___ E-Mail/Web
___ Office/Clerical
___ Appointment Scheduling
___ Balancing Cash Drawers
___ Accuracy/Details/Accountable
___ Inventory Management
___ Customer Complaints
___ Problem Solving Skills
___ Works Well Under Pressure
___ Multi-Tasking
___ Giving Directions
___ Selling/Recommending Retail
___ Upselling Services
___ Self-Motivated
___ Dependable
___ Likes Challenges/Change
___ Creativity
___ Follow Policies/Procedures

____ Bleach&Tone ____ Vichy Shower ____ Recycling
____ Weave/Foil ____ Scots Hose ____ Organizing
____ Men's Color ____ Steamy Wonder ____ Cleaning
____ Color Melding ____ Laundry/Fold Sheets/Towels

OTHERSKILLS/COMMENTS _____

Versus my peers, I would rate my skill level, between 1(low)-10(high)_____

SERVICE PREFERENCE

Top 3 services you would rather not perform:_____

Top 3 services you prefer to perform:_____

Top 3 services you would like to learn more about:_____

Any services you will not or do not feel comfortable performing?_____

EDUCATION

Is advanced education important to you? Why?_____

What additional classes would you like to attend?_____

Would you invest your own money to attend? How much?_____

How much time are you willing to commit to advance education yearly?_____

GOALS

What is the single most reason you want to go into the salon/spa business?_____

Name 5 things you believe it takes to have a successful career?_____

PERSONAL

In my spare time I enjoy (hobbies, sports, activities)?_____

SUMMARY

Summary of reasons why you would be an asset to our organization?_____

*All questions on this application are optional.

I understand all of the above questions and have answered them truthfully. If employed, falsified statements regarding work history, training, education or criminal records on this application shall be grounds for dismissal. This company is hereby authorized to investigate the information provided for the purposes of making an employment decision. Jasmine is an equal opportunity employer.

Signature _____ Date _____