



400 Commons Way,
Bridgewater, NJ 08807

908.707.4445

EMPLOYEE APPLICATION FORM

this information is private & confidential!

Please answer each question completely—and as honestly as possible—so we may support you fully in achieving personal fulfillment, as well as professional and financial success.

Today's Date: _____

Applicant's Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Current Name of Salon or Spa where you work: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Position or Title: _____

Work Number: _____ Home Number: _____

Cell Number: _____ Fax Number: _____

E-mail Address: _____

Number of Years in the Industry: _____

Number of Years at current Salon / Spa: _____

Tell me about your background in this Industry.

What do you want from your next job that you're not getting now?

What is most important to you in your next job? What expectations do you have?

Why did you apply for this position?

What are three goals you have for your career over the next 12 months?

- 1.
- 2.
- 3.

How do you plan to reach these goals?

Where would you like to be in 5 years?

What works to motivate you?

What did you like best about your last or current job?

What three things drove you crazy in your last or current job?

- 1.
- 2.
- 3.

What were your reasons for leaving your last job?

What do you most want to get out of working at our Salon / Spa?

How will I know if our place of business is working for you?

How will I know if you are stuck?

Do you have reliable transportation?

How were you paid in your last or current job? (Check appropriate one:)

Commission: If so, what percent are you paid? _____%

Booth Rental: How much in rent do you pay? _____

Salary: What is the salary? _____

What do you need to earn? \$ _____ What do you want to earn? \$ _____

How many days and hours do you currently work per week? _____

How many days and hours would you like to work per week? _____

What are your average weekly service sales? \$ _____

What are your average weekly retail sales? \$ _____

What is your average weekly Client count? _____

What is your current fee for the following?

Haircut: Men \$ _____ Women: \$ _____

Manicure: \$ _____

Facial: \$ _____

Massage: \$ _____

Other: \$ _____

What percent of your business would you say is:

Haircuts _____

Chemical _____

What method of tracking do you use for your business? (Check appropriate item)

Computer

Manual Client Card

Memory

No System

Do you do any of the following? (Check the appropriate items)

- Newsletter: How often? _____
- New Client Follow-Up Call or Letter
- Birthday Cards
- Holiday Cards
- Confirmation Calls: If so, how soon before the appt. do you make the call? _____

What retail lines do you currently sell?

What motivates you to support these lines?

What do you currently do to market your business?

What do you believe are your **TOP** three strengths?

- 1.
- 2.
- 3.

What do you believe are your **TOP** three areas to improve?

- 1.
- 2.
- 3.

Why would a client select **YOU** over another Service Provider?

What makes you unique and special?

How would you deliver extraordinary service?

What are three things you most want to accomplish in your lifetime?

- 1.
- 2.
- 3.

If you could travel anywhere where would you want to go?

If money was not an issue, and fear was not present, what would you dare to do?

What would stop you from doing it?

What would motivate you to do it anyway?

How do you see yourself contributing to the growth of our company?

Describe in detail your Ideal job:

APPLICATION FOR EMPLOYMENT

In compliance with State and Federal laws, *Splash Salon & Spa* does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or medical condition in its employment practices.

Position(s) Applied for: _____

Name: _____ Date: _____

Telephone Numbers:

Home: _____ Cell: _____ Other: (specify) _____

Address: _____

Are you available to work:

Full Time Part Time Temporary Date Available:

Have you been previously employed by us? Yes No

If yes, when?

Are you employed now? Yes No

What languages besides English can you speak and write fluently?

Do you possess a valid Driver's License? Yes No

Expiration Date: _____

Do you have your own transportation?

Yes No

Is it reliable? Yes No

Have you ever been convicted of a crime, including "no contest" pleas, other than minor traffic infractions? Yes No

If yes, describe:

Offense: _____

Date: _____

Conviction of a crime in itself does not void your chances for employment, but failure to indicate such conviction will be grounds for disqualification or dismissal. You need not disclose convictions that have been judicially sealed, expunged, or statutorily eradicated.

Do you ingest any controlled substance that could affect your job performance? Yes No

If applicable, please indicate:

List software programs/computer skills

Typing speed:

Shorthand Speed:

Other Skills:

EDUCATION AND TRAINING

NAME OF SCHOOL

FROM / TO

GRADUATED?

High School _____ Yes No

College(s) or other _____ Yes No

Cosmetology School _____ Yes No

List any related business, trade or special training; or list professional or trade licenses or certificates:

1. _____

3. _____

2. _____

4. _____

EMPLOYMENT EXPERIENCE: List all employers for the last ten years, beginning with the most current, including periods of unemployment. If you need additional space, please continue on a separate sheet of paper or attach a resume.

Employer Phone	Dates Employed		Duties
Address	From	To	
Job Title			
Supervisor May we contact? _____			
Reason for Leaving			
Employer Phone	Dates Employed		Duties
Address	From	To	
Job Title			
Supervisor May we contact? _____			
Reason for Leaving			
Employer Phone	Dates Employed		Duties
Address	From	To	
Job Title			
Supervisor May we contact? _____			
Reason for Leaving			
Employer Phone	Dates Employed		Duties
Address	From	To	
Job Title			
Supervisor May we contact? _____			
Reason for Leaving			

PERSONAL REFERENCES: Do not include previous employers or relatives. List names, address and phone number.

1. _____
2. _____
3. _____

I hereby declare the information provided by me in this Application for Employment, including all attachments is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application or attachments shall be considered cause for dismissal. You are hereby authorized to contact any persons or firms listed on my application and/or resume to substantiate claims of employment, education, character, etc. Furthermore, upon offer of employment, I agree to furnish proof of eligibility for employment in the United States.

Signature: _____ Date: _____



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