

Santa Fe Day Spa & Salon

EMPLOYMENT APPLICATION

<p>Position Desired: _____</p> <p>Desired Salary: _____</p> <p>Days Available: Mon _____ Tues _____ Wed _____ Thur _____ Fri _____ Sat _____</p> <p>Total Hours Available/Week: _____</p> <p>Hours Available: From _____ to _____</p> <p>List any vacation or time-off requests: _____ _____</p>	<p>Personal Information</p> <p>NAME: _____</p> <p>SSN#: _____</p> <p>STREET ADDRESS: _____</p> <p>CITY: _____ ST: _____ ZIP: _____</p> <p>Home Phone: _____</p> <p>Business Phone: _____</p> <p>Cell Phone: _____</p> <p>Email Address: _____</p> <p>Have you ever applied for employment with us? Yes ___ No ___</p> <p>If yes, when? _____</p>
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Work Eligibility	
Are you eligible to work in the United States? Yes ___ No ___	Are you 18 or older? Yes ___ No ___
Yes ___ No ___	Yes ___ No ___
Are you available to work holidays? Yes ___ No ___	
When will you be available to begin work? _____ / _____ (Month/Yr)	
Do you have a valid driver's license? Yes ___ No ___ Exp. Date _____ State License Was Issued From _____	
Have you ever been convicted of or pleaded no contest to a felony with the last five years? Yes ___ No ___	
If yes, please explain: _____	
Have you ever been convicted, pleaded guilty, or pleaded no contest, to an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary fraud, writing bad checks, and other related crimes within the last ten (10) years?*	
Yes ___ No ___	
If yes, please explain: _____	
Please explain any special training or skills you may have (additional spoken or written languages, computer software knowledge, spa or salon experience, etc.)? _____ _____ _____	
*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.	

Education

High School: _____ City/State: _____

 College: _____ City/State: _____

 Course of Study: _____ # Years Completed: _____
 Did you graduate? Yes _____ No _____ Degree Type: _____

 Other programs completed: _____ Licenses/
 Certifications: _____

Employment History

Please give an accurate and complete full-time employment record. Start with your present or most recent employer. Include military experience if applicable.

Most Recent/Present Position:

Company Name: _____ City/State: _____

 Company Phone Number: _____ Job Title: _____ Weekly Pay: _____

 Name of Supervisor: _____ Dates of Employment (Month/Year): From: _____
 To: _____
 Describe your job and its duties:

May we contact this employer? Yes _____ No _____
 If not, why?

Reason for leaving:

Position #2

Company Name: _____ City/State: _____

 Company Phone Number: _____ Job Title: _____ Weekly Pay: _____

 Name of Supervisor: _____ Dates of Employment (Month/Year): From: _____
 To: _____
 Describe your job and its duties:

May we contact this employer? Yes _____ No _____
 If not, why?

Reason for leaving:

Position #3

Company Name: _____ City/State: _____

Company Phone Number: _____ Job Title: _____ Weekly Pay: _____

Name of Supervisor: _____ Dates of Employment (Month/Year): From: _____ To: _____

Describe your job and its duties:

May we contact this employer? Yes ___ No ___
If not, why?

Reason for leaving:

Conditions of Employment

Santa Fe Day Spa sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Santa Fe Day, you need to *carefully* consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like valuable customers, including:

- | | |
|---|--|
| Following our standards of professionalism | Meeting standards of quality and quantity |
| Smiling and making eye contact | Keeping cell phone use to a minimum |
| Arriving on time | Using proper phone etiquette |
| Maintaining a positive and enthusiastic attitude | Completing necessary training requirements |
| Being honest and dedicated to your work | Treating coworkers with respect |
| Maintaining a professional appearance and complying with company dress code | Following company policies and procedures |
| | Expediting customer transactions and requests quickly and professionally |

Are you willing and able to comply with all the requirements listed? Yes ___ No ___

If your answer is no, or have concerns about being able to comply with any of these requirements, please explain: _____

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Santa Fe Day Spa retains the same rights.

I understand that theft or knowledge of theft of any property or services is grounds for immediate dismissal and may also result in prosecution.

Signature: _____ Print Name: _____ Date: _____