

APPLICATION FOR EMPLOYMENT

PERSONAL

DATE \_\_\_\_\_

Name \_\_\_\_\_ SSN# \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip Code \_\_\_\_\_

How many years have you lived at this address? \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Job (s) applied for \_\_\_\_\_

Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Do you want to work full time \_\_\_\_\_ part time \_\_\_\_\_ specify days and hours

if part time \_\_\_\_\_

List any friends or relatives working for us \_\_\_\_\_

If hired on what date would you be able to start work? \_\_\_\_\_

Are there any other qualifications, skills, or experiences you have had that would be helpful at Southwest Hair & Day Spa \_\_\_\_\_

If hired do you have a reliable means of transportation to get to work? \_\_\_\_\_

Do you have any physical handicaps which would prevent you from performing specific kinds of work? \_\_\_\_\_

If yes describe \_\_\_\_\_

Have you had any serious illness in the past 5 yrs.? \_\_\_\_\_

If yes describe \_\_\_\_\_

Have you ever received any compensation for injuries? \_\_\_\_\_

If yes explain \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors \_\_\_\_\_

If yes describe \_\_\_\_\_

**VOCATIONAL BACKGROUND**

High school \_\_\_\_\_ graduated \_\_\_\_\_

College \_\_\_\_\_ graduated \_\_\_\_\_

Trade/other \_\_\_\_\_ graduated \_\_\_\_\_

**PERSONAL REFERENCES**

Name-occupation \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name-occupation \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Prior Work History (list in order, last or present employer first)

Dates (from and to), Name and Address of Employer, Rate of Pay (start and finish), Supervisors Name and Title, Reasons for leaving

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the work you did.

\_\_\_\_\_

Dates (from and to), Name and Address of Employer, Rate of Pay (start and finish), Supervisors Name and Title, Reasons for leaving

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the work you did.

\_\_\_\_\_

Please print this form and either drop off at the spa or mail to:

**Southwest Hair & Day Spa  
Attn: Shirley Williams  
6610 West Jefferson Blvd.  
Fort Wayne, IN 46804**

Dates (from and to), Name and Address of Employer, Rate of Pay (start and finish), Supervisors Name and Title, Reasons for Leaving

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Describe on detail the work you did.

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May we contact the employers you have listed above?  
If not, please indicate below which one(s) you do not wish us to contact.

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Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

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Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other considerations.

**PLEASE READ CAREFULLY- APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history, financial and/or credit record through any investigative or credit agencies/bureaus of your choice.

Signature of Applicant \_\_\_\_\_