



# Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable Accommodation to the application and/or interview process should notify a representative of the Human Resource Department. Serenity Day Spa & Salon is an EOE.

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

First Middle Last

Address \_\_\_\_\_

Street City State Zip

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired: Full-Time or Part-Time \_\_\_\_\_ (desired hours per week)

If you are under 18, and it is required, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give dates and positions \_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide date(s) and details \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Cosmetology or Massage license number if it is an essential job function \_\_\_\_\_ State \_\_\_\_\_

### Employment History

Provide the following information of your past four employers, assignments or volunteer activities starting with the most recent.

<b>EMPLOYER:</b>	<b>Start to End Date:</b>
Starting/final job title:	Address:
Immediate supervisor, title, phone #	Reason for Leaving:
Job Responsibilities:	Hourly Rate / Commission Rate (circle applicable) Start _____ Final _____
<b>EMPLOYER:</b>	<b>Start to End Date:</b>
Starting/final job title:	Address:
Immediate supervisor, title, phone #	Reason for Leaving:
Job Responsibilities:	Hourly Rate / Commission Rate (circle applicable) Start _____ Final _____
<b>EMPLOYER:</b>	<b>Start to End Date:</b>
Starting/final job title:	Address:
Immediate supervisor, title, phone #	Reason for Leaving:
Job Responsibilities:	Hourly Rate / Commission Rate (circle applicable) Start _____ Final _____



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**Skills and Qualification**

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the positions for which you are applying.

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**Educational Background (if job related)**

Name and Location	Years Completed	Graduation Year		Course of Study
		Major	Degree	
High School				
College				
Other				

**References**

Name	Telephone	Number of Years Known Relationship (personal/professional)

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's services, whenever discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Application Statement.

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

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