



EMPLOYMENT APPLICATION

Name _____ Date _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Address _____

Emergency Contact Person/Relationship _____ Phone # _____

Position applying for? _____ Date available to start _____

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

Specify available hours (hours Mon-Sat 9am-9pm, Sun 10am-6pm)

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 ? _____

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 _____

Vocational/Technical _____ Degree/Training _____

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 _____

WORK HABITS

Name 3 of your major strengths _____

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, leave blank not applicable)

SPA

- ___ Swedish Massage
- ___ Prenatal Massage
- ___ Therapeutic Massage
- ___ Hot Stone Massage
- ___ Reflexology
- ___ Nueromuscular
- ___ Sports Massage
- ___ Thai Massage
- ___ Bamboo Massage
- ___ Aromatherapy
- ___ Facials
- ___ Chemical Peels
- ___ Extractions
- ___ Microdermabrasion
- ___ Electrotherapy
- ___ Advanced Skincare
- ___ Facial Waxing
- ___ Brazilian Bikini Wax
- ___ Lash/Brow Tinting
- ___ Eyelash Extensions
- ___ Air Brush Tanning
- ___ 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
- ___ Professional Attire
- ___ 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
- ___ Willing to Cross-sell
- ___ Follow Policies/Procedures

OTHER SKILLS/COMMENTS _____

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? _____

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. Essentials is an equal opportunity employer.

Signature _____ Date _____