



**EMPLOYMENT APPLICATION – SUPPORT STAFF**

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Position Applied For Circle One:  
Shampoo Technician      Salon Coordinator      Other: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Full Time     Part Time

What hours are you available? \_\_\_\_\_

Are you a U.S. citizen or alien authorized to work in the U.S.       Yes       No

**EMPLOYMENT HISTORY**

Please list your last three employers starting with the most recent:

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_



Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your current employer?  Yes  No      Former employer?  Yes  No

What interested you most about your last or present position? \_\_\_\_\_

What interested you the least? \_\_\_\_\_

Do you want to pursue a career in the Beauty Industry?  Yes  No If yes explain: \_\_\_\_\_

### EDUCATION

Name, city and state of High School: \_\_\_\_\_

Areas of study: \_\_\_\_\_ Graduated:  Yes  No

Name, City and State of Technical School \_\_\_\_\_

Date Graduated: \_\_\_\_\_

Name, city and state of College: \_\_\_\_\_

Areas of Study: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

Please list all specialized training courses, educational seminars and conferences you have attended:

### SKILLS & ABILITIES

Have you had any experience in the beauty industry before?  Yes  No If yes please explain:

\_\_\_\_\_

Rate each individual skill list from 1 – 4 (1 = little or no experience, 4 = very experienced). Only fill out the section you have applied for.

#### SALON COORDINATOR

- \_\_ Customer Service
- \_\_ Answering multiple phone lines
- \_\_ Operating a computerized cash drawer
- \_\_ Computer Literate

#### SHAMPOO TECHNICIAN

- \_\_ Customer Service
- \_\_ Shampooing
- \_\_ Housekeeping/cleaning
- \_\_ Computer Literate



### REFERENCES

Please list three references. (ex: co-worker, teacher, coach, past supervisor) No Relatives please.

1. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title/Relationship: \_\_\_\_\_

2. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title/Relationship: \_\_\_\_\_

3. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title/Relationship: \_\_\_\_\_

I verify that all the information provided on this job application is true and correct to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY:**

Contacted: \_\_\_\_\_

1<sup>st</sup> Interview \_\_\_\_\_

2<sup>nd</sup> Interview \_\_\_\_\_

Comments: