

# EMPLOYMENT APPLICATION



## PERSONAL INFORMATION

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Suggested Pay: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Have you ever applied with our organization in the past? If yes, for what position?

Yes  No Position Desired: \_\_\_\_\_

## EDUCATION

High school: \_\_\_\_\_

Business/Trade/Technical: \_\_\_\_\_

College/Post Graduate Education: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

## EMPLOYMENT: Begin with the most current employment

\_\_\_\_\_  
Company Name Phone Number Contact Person

\_\_\_\_\_  
Job Title Dates Employed Pay

Can we contact?  Yes  No Reason For Leaving: \_\_\_\_\_

\_\_\_\_\_  
Company Name Phone Number Contact Person

\_\_\_\_\_  
Job Title Dates Employed Pay

Can we contact?  Yes  No Reason For Leaving: \_\_\_\_\_

\_\_\_\_\_  
Company Name Phone Number Contact Person

\_\_\_\_\_  
Job Title Dates Employed Pay

Can we contact?  Yes  No Reason For Leaving: \_\_\_\_\_

\_\_\_\_\_  
Company Name Phone Number Contact Person

\_\_\_\_\_  
Job Title Dates Employed Pay

Can we contact?  Yes  No Reason For Leaving: \_\_\_\_\_

## CUSTOMER SERVICE SKILLS

What are three examples of great customer service?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What motivates you? (Example: education, financial, added job responsibilities, etc.)

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Place a check next to the boxes that apply to you:

- Motivated
- Good communication
- Timely
- Positive personality
- Flexible
- A want to learn
- Keep up with seasonal trends through magazines and books
- Feel comfortable dealing with client conflict issues
- Enjoy direct interaction with clients
- Team player

What are the basic steps to dealing with a stressful situation?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why do you feel you would be an asset to the salon/spa?

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What are the three top characteristics of your "perfect work environment"?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What days/times are you **NOT** available to work?

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## AVAILABILITY

Please list the preferred times you are available to work

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

**SELF DISCRIPTION**

Tell us a little about yourself:

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**YOU MAY ATTACH A RESUME TO THIS APPLICATION.**

The information I have given on this application is true and correct to the best of my knowledge; any misrepresentation may subject me to disqualification or dismissal. I hereby grant Lotus Day Spa to contact any former employer, educational or training institution, financial, or personal reference for the purpose of obtaining written records or verbal comments. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and Lotus Day Spa or the provision of any benefits.

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

\_\_\_\_\_  
Applicant Printed Full Name

We appreciate you taking the time to fill out this questionnaire so we can learn more about you.  
Thank you for your interest in Lotus Day Spa. Please mail to:

**Lotus Day Spa**  
*1547 East Little Creek Road, Unit B*  
*Norfolk, VA 23518*  
*(757) 222-9929*

