



Job Application

1. **Position Applied For:** _____

2. **Social Security No.:** _____

3. **Full legal Name:** _____
Last Name First Middle

4. **Home Phone:** () **Cell Phone** ()

Business Phone: _____

5. **Street Address:** _____

6. **E-mail Address:** _____

City State Zip

7. Education:

7a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

7b. Do you have a high school equivalency diploma: Yes No

7c. Number of years of post high school education: 1 2 3 4

8. Name and Location of Educational Institution:	Degree Received	Major / Specialty	Dates Attended
8a. _____	_____	_____	_____
8b. _____	_____	_____	_____
8c. _____	_____	_____	_____

9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: _____

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title	_____
Employer Name	_____
Employer Address	_____
Phone	()

Job Duties:

Supervisor /
Manager

Title

Final Salary

Dates (Month/
Year)

To

Hours/week

Reason for leaving:

10b.
Job Title

Employer Name

Employer
Address

Phone

()

Job Duties:

Supervisor /
Manager

Title

Final Salary

Dates (Month/
Year)

To

Hours / Week

Reason for leaving:

10c.
Job Title

Employer Name

Employer
Address

Phone

()

Job Duties:

Supervisor /
Manager

Title

Final Salary

Dates (Month/
Year)

To

Hours/week

Reason for leaving:

11a. **Job Skills:** Use the following checklist to indicate areas of expertise:

Haircutting	Skilled In:	Advanced Training:	Styling Techniques	Skilled In:	Advanced Training:
Men's Cutting	_____	_____	Wet Setting	_____	_____
Women's Cutting	_____	_____	Formal Style	_____	_____
Razor Cutting	_____	_____	Blow Drying	_____	_____
Scissor Cutting	_____	_____	Electric Rollers	_____	_____
Clipper Cutting	_____	_____	Heating Iron	_____	_____
Children's Cuts	_____	_____	Hair Piece Styling	_____	_____
Coloring			Extensions	_____	_____
Single Process	_____	_____	Other	_____	_____
Double Process	_____	_____	Special Skills	_____	_____
Correction	_____	_____	Facials	_____	_____
Coloring	_____	_____	Make-up	_____	_____
Foiling	_____	_____	Waxing	_____	_____
Other	_____	_____	Manicures	_____	_____
Retexturizing			Pedicures	_____	_____
Permanent	_____	_____	Other	_____	_____
Waves	_____	_____			
Straightening	_____	_____			
Other	_____	_____			
Management Skills	Skilled In:	Advanced Training:	Administrative Skills	Skilled In:	Advanced Training:
Cash Register	_____	_____	Preparing Payroll	_____	_____
Bookkeeping	_____	_____	Booking Appts	_____	_____
Merchandising	_____	_____	Training	_____	_____
Ordering Supplies	_____	_____	Promotions	_____	_____
Recruiting	_____	_____	Advertising	_____	_____

Skills not mentioned:

Can you operate the following business equipment devices?

Computer/PC Credit Card Terminal Telephone/Voice Mail

Do you have money handling/cashiering experience? Yes No

11b. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including Cosmetology) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

13. **References:**

List the full name, address, phone number and relationships of at least three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

14a. Which shifts are you willing to accept: Day Evening Night Rotating Weekends Specify shift hours

14b. Which job status are you willing to accept: Full-time Part-time (specify) _____

15. **Compliance** with the Immigration Reform and Control

Act requires that you be legally eligible for employment in the United States. Are you eligible? Yes No

Please note that under the Immigration Reform and Control Act of 1986, you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be required to provide documentation indicating such.

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including more than the National Guard?, or

2. Have a military service disability rating fixed by the United States Veterans Affairs?

Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations: Yes No
If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known):

County, City, and State of Conviction:

Date of Charge:

Date of Conviction:

18. **Work Start Date:** When will you be available to start work?

_____ Month _____ Day _____ Year

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Dated _____

Job Applicant
Signature _____