

# Santa Fe Day Spa & Salon

## EMPLOYMENT APPLICATION

<p><b>Availability</b></p> <p>Days Available: Mon ____ Tues ____          Wed ____ Thur ____ Fri ____ Sat ____</p> <p>Total Hours Available/Week: _____</p> <p>Hours Available:          From _____ to _____</p> <p>List any vacation or time-off requests:          _____          _____</p>	<p><b>Personal Information</b></p> <p>NAME: _____          SSN#: _____          STREET _____          ADDRESS: _____          CITY: _____ ST: _____ ZIP: _____          Email: _____          Home Phone: _____          Business Phone: _____          Cell Phone: _____</p> <p>Have you ever applied for employment with us? Yes ____ No ____          If yes, when? _____</p>
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**Position Desired**

Title: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

<b>Work Eligibility</b>	
Are you eligible to work in the United States? Yes ____ No ____	Are you 18 or older? Yes ____ No ____
Are you available to work holidays? Yes ____ No ____	
When will you be available to begin work? _____ / _____ (Month/Yr)	
Have you ever been convicted of or pleaded no contest to a felony with the last five years? Yes ____ No ____ If yes, please explain: _____	
Have you ever been convicted, pleaded guilty, or pleaded no contest, to an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary fraud, writing bad checks, and other related crimes within the last five (5) years? * Yes ____ No ____ If yes, please explain: _____	
Please explain any special training or skills you may have (additional spoken or written languages, computer software knowledge, spa or salon experience, etc.)? _____ _____	
*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.	

<b>Education</b>	
High School: _____	City/State: _____
College: _____	City/State: _____
Course of Study: _____	# Years Completed: _____
Did you graduate? Yes ____ No ____	Degree Type: _____
Other programs completed: _____	Licenses/ Certifications: _____

<b>Employment History</b>	
<i>Please give an accurate and complete full-time employment record. Start with your present or most recent employer. Include military experience if applicable.</i>	
<i>Most Recent/Present Position:</i>	
Company Name: _____	City/State: _____
Company Phone Number: _____	Job Title: _____ Weekly Pay: _____
Name of Supervisor: _____	Dates of Employment (Month/Year): From: _____ To: _____
Describe your job and its duties: _____ _____	
May we contact this employer? Yes ____ No ____	
If not, why? _____	
Reason for leaving: _____	

## Employment History, cont.

### Position #2

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your job and its duties:

\_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

If not, why? \_\_\_\_\_

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

### Position #3

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your job and its duties:

\_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

If not, why? \_\_\_\_\_

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

## Conditions of Employment

Savage Sun Enterprises sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Santa Fe Day Spa or Savage Tan, you need to *carefully* consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like valuable customers, including:

Following our standards of professionalism

Smiling and making eye contact

Arriving on time

Maintaining a positive and enthusiastic attitude

Being honest and dedicated to your work

Maintaining a professional appearance and complying with company dress code

Meeting standards of quality and quantity

Using proper phone etiquette

Completing necessary training requirements

Treating coworkers with respect

Following company policies and procedures

Expediting customer transactions and requests quickly and professionally

Are you willing and able to comply with all the requirements listed? Yes \_\_\_ No \_\_\_

If your answer is no, or have concerns about being able to comply with any of these requirements, please explain: \_\_\_\_\_

\_\_\_\_\_

## Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Savage Sun Enterprises retains the same rights.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

I understand that theft or knowledge of theft of any property or services is grounds for immediate dismissal and may also result in prosecution.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_