



**To our candidate:** We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will enable us to place you in a position that best suits your qualifications and may assist us in possible future promotions. Candidates are considered for all positions without regard to race, sex, religion, national origin, age or veteran status or the presence of a non-job related medical condition or handicap. All employees are employees at will with no implied contract.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Street Address/City/State/Zip: \_\_\_\_\_  
Home/Cell Phone Numbers: \_\_\_\_\_ Cosmetology/Massage Therapy/Esthetician License: \_\_\_\_\_  
Email address: \_\_\_\_\_ Are You 18 or Older?  Yes  No

**Employment History, please tell us about your 3 most recent jobs.** (If not applicable, list US Military, Volunteer Work)

May we contact your present Employer/s?  Yes  No. If No explain \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason Leaving: \_\_\_\_\_ Reference Check Done By: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason Leaving: \_\_\_\_\_ Reference Check Done By: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason Leaving: \_\_\_\_\_ Reference Check Done By: \_\_\_\_\_

**Education History**

_____ Name of High School	_____ City/State	_____ Years Completed	_____ Diploma/Degree/License/Certification
_____ Name of College	_____ City/State	_____ Years Completed	_____ Diploma/Degree/License/Certification
_____ Cosmetology/Massage/Esthetician School	_____ City/State	_____ Years Completed	_____ Diploma/Degree/License/Certification

**REFERENCES:** please list 3 persons NOT related to you, whom you have known for at least one year.

Name \_\_\_\_\_ Address \_\_\_\_\_ Occupation \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Occupation \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Occupation \_\_\_\_\_ Years Acquainted \_\_\_\_\_

**AVAILABILITY:**

Hours available per week: \_\_\_\_\_ Hours of Availability: From: \_\_\_\_\_ To: \_\_\_\_\_

How did you hear of the job? \_\_\_\_\_ Do you have reliable transportation to and from work? Y / N

Mon	Tue	Wed	Thru	Fri	Sat	Sun

Are you legally able to be employed in the US? Y/N \_\_\_\_\_  
(Proof of Citizenship or immigration status is required upon employment)

(Week Availability- Times of each day available)

As of what day are you available to work? \_\_\_\_\_ Position Applied: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

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**ADDITIONAL INFORMATION**

Do you have a friend or relative in our employ? \_\_\_\_ Yes. \_\_\_\_ No. If yes, state name and position: \_\_\_\_\_

Have you been previously employed by our organization? \_\_\_\_ Yes. \_\_\_\_ No. If so, when/what capacity: \_\_\_\_\_

In the past 7 years have you ever been convicted of a crime, excluding misdemeanors and traffic violations? \_\_\_\_ Yes. \_\_\_\_ No

A conviction will not necessarily bar you from Employment. If yes, please explain: \_\_\_\_\_

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**AGREEMENT:** Candidate please read and attests to the following statement:

I certify that the information I have given on this application is true and complete and understand that any false or misleading information given or the omission of any pertinent information may result in my discharge at any time, if I am hired. I hereby authorize Mane Attraction to investigate my record with my former employers and personal references. If hired, I agree to abide by the policies, rules and expectations of the organization. I also understand that my employment is "at will" and that I can resign at any time and that I can be terminated at any time. Nothing herein or during my employment shall be considered an employment contract.

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

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**PERSONNEL DEPARTMENT USE ONLY**

Employed: YES/NO. STARTING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ POSITION/TITLE: \_\_\_\_\_

HOURLY RATE: YES/NO. HOURLY RATE: \_\_\_\_\_ SALARY: YES/NO. WEEKLY: \_\_\_\_\_ COMMISSION: YES/NO. PERCENTAGE: \_\_\_\_\_