

# Michael Raymond Salon

## Employment Application

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Birthday: \_\_\_\_\_

Position being applied for (check one):  Stylist  Intern  Front Desk Receptionist

Full or Part Time positions are **only** available for Front Desk Receptionists.

Full Time Front Desk  Part Time Front Desk If Part Time – how many hours? \_\_\_\_\_

**For Stylists / Interns:** Do you have a Cosmetology License?  Yes  No

Cosmetology License #: \_\_\_\_\_ Original Date Issued: \_\_\_\_\_

Are you licensed in other states and/or countries?  Yes  No If so, where? \_\_\_\_\_

What hair care lines and color lines have you used? \_\_\_\_\_

**For Front Desk Receptionist:** Do you have SalonBiz experience?  Yes  No

Do you have customer service experience?  Yes  No If yes, how many years? \_\_\_\_\_

Are you computer literate?  Yes  No Please rate yourself on a scale of one to ten (ten being highest)? \_\_\_\_\_ Have you ever worked in a salon environment  Yes  No

Do you have a disability or physical condition that could limit your job performance in this position? \_\_\_\_\_

If so, describe. \_\_\_\_\_

How did you hear about Michael Raymond? \_\_\_\_\_

Referred by: \_\_\_\_\_

Do you have any friends or relatives employed by us? \_\_\_\_\_

Are you presently employed?  Yes  No May we contact your employer?  Yes  No

In the event you are hired what date can you begin? \_\_\_\_\_

## Previous Employment Experience

*Please list your last three employers, beginning with the most recent.*

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Title: \_\_\_\_\_ Owner / Manager: \_\_\_\_\_  
Employed from/to: \_\_\_\_\_ Compensation / Salary: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Title: \_\_\_\_\_ Owner / Manager: \_\_\_\_\_  
Employed from/to: \_\_\_\_\_ Compensation / Salary: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Title: \_\_\_\_\_ Owner / Manager: \_\_\_\_\_  
Employed from/to: \_\_\_\_\_ Compensation / Salary: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact your former employers? \_\_\_\_\_

Name and Address of High School: \_\_\_\_\_

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

Name and Address of Cosmetology School: \_\_\_\_\_

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

Name and Address of College Attended: \_\_\_\_\_

Date Started: \_\_\_\_\_ Areas of Study: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all other professional organizations to which you belong which will be beneficial in your work in this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list your current hobbies and areas of interest outside your profession: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your career goals? Please state short term, mid-range, and long term goals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list three references (*include two professional references*):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Reference's Place of Employment: \_\_\_\_\_

Title and/or relationship: \_\_\_\_\_

How long have they known you? \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Reference's Place of Employment: \_\_\_\_\_

Title and/or relationship: \_\_\_\_\_

How long have they known you? \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Reference's Place of Employment: \_\_\_\_\_

Title and/or relationship: \_\_\_\_\_

How long have they known you? \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Relationship \_\_\_\_\_

Thank You