

Employment Application

Interested Position: <input type="checkbox"/> Receptionist <input type="checkbox"/> Nail Technician <input type="checkbox"/> Esthetician			
Preferred Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either			Date Available to Start:

1. GENERAL INFORMATION			
First Name	Middle Initial	Last	SSN
Street Address		City	State Zip
Cell #		Email	
DOB (mm/dd/yyyy)		Driver's License #	
2. EDUCATION & TRAINING			
Highest Level of Academic Achievement:			
<input type="checkbox"/> High School <input type="checkbox"/> Community College <input type="checkbox"/> University <input type="checkbox"/> Other			
<i>If applying for Nail Tech or Esthetician, please provide license or certificate:</i>			
Type	Number	Issued Date (mm/yyyy)	Expiration Date (mm/yyyy)
Name of Vocational School (if applicable)		Start Date (mm/yyyy)	End Date (mm/yyyy)
Please list any skills you have that are beneficial for the position you are applying:			
If required, will you work (check all that applies)			
<input type="checkbox"/> Overtime <input type="checkbox"/> Shift coverage <input type="checkbox"/> Offsite Events <input type="checkbox"/> After hours (ie: private parties)			

3. EMPLOYMENT HISTORY

Along with this application, please attached and send resume with the following employment details:

- ✓ Employer Name
- ✓ Employer Location (city/state)
- ✓ Employment start/end date
- ✓ Position and Responsibilities

4. REFERENCES

Please provide three references (*families and relatives DO NOT qualify*)

	<u>Full Name</u>	<u>Contact #</u>	<u>Relationship</u>	<u>Years Known</u>
1.				
2.				
3.				

5. EMERGENCY CONTACTS

Please provide three emergency contacts

	<u>Full Name</u>	<u>Contact #</u>	<u>Relationship</u>
1.			
2.			
3.			

6. PRE-EMPLOYMENT VOLUNTARY QUESTIONNAIRE

As an equal opportunity employer, we are obligated by Federal and State regulations to monitor our employment practices. To ensure the accuracy of this information, your assistance in this questionnaire will be greatly appreciated. Information concerning race, sex, or disability will not be used to discriminate against or give preference to any individual. This data will be kept separate from the personnel file and is used for statistical purposes only. Response is voluntary and answers will remain confidential. When reported, data will not identify any specific individual.

RACE

- White**-Person having origins in any one of the original peoples of Europe, North Africa, or the Middle East.
- Black/African American** (Not Hispanic or Latino)-Person having origins in any of the Black racial groups of Africa.
- American Indian or Alaskan Native** (Not Hispanic or Latino)-Person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian** (Not Hispanic or Latino)-Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)-Person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

7. ACKNOWLEDGEMENT

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand that any false statements or omission of information may result in denial of employment or immediate termination. Nailvana Salon has the right to verify any of this information with any former employers, motor vehicle department, criminal history, personal references or educational institutions. Nailvana Salon has the right to use outside agencies, as it deems necessary to verify this information and/or during the course of an investigation at any time prior to or during my employment. Should I be offered a job, I agree to comply with all policies of Nailvana Salon. I understand only the owner has the authority to make or change policies. I understand that Nailvana Salon is not obligated to provide employment and that I am not required to accept employment. Nothing in this application or in any prior, subsequent oral or written communication is intended to create any contract or employment. I agree to not record any interactions, materials regarding Nailvana Salon, its employee and/or other interactions to which I may or may not be a party prior to, during or following my employment.

SIGNATURE

DATE

*****Please send completed application and resume to
info@nailvanasalon.com**