

Sublime Salon & Spa *Employment Application*

482 Springfield Avenue, Berkeley Heights, New Jersey 07922 – 908-464-8422

Today's Date:

| | | | |
|-----------------------------|--|---------------------------------|--|
| POSITION APPLIED FOR | | Desired Salary Per Hour: | |
|-----------------------------|--|---------------------------------|--|

GENERAL INFORMATION

| | | | |
|---|----------------|--------------------------------|--|
| Name (last, first, middle initial) | | Social Security No. (Optional) | |
| Street Address | | City, State, Zip | |
| Home Phone No. | Work Phone No. | Message Phone No. | |
| Are you authorized to work in the United States? Proof of Authorization will be required post hire Yes No | | | |

TRAINING AND EDUCATION

| | | | | | | |
|---------------------------------|---------------|---|---------------------|----|----|-----|
| CIRCLE HIGHEST GRADE COMPLETED: | | | | | | |
| | 8 | 9 | 10 | 11 | 12 | GED |
| Colleges/other training | Major/subject | | Degree/certificates | | | |
| | | | | | | |
| | | | | | | |

ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying

| SKILL | TYPE OF EXPERIENCE | LEVEL OF EXPERTISE |
|--|--------------------|--------------------|
| Office equipment, computers, software (typing speed, programs, etc.) | | |
| Technical skills, professional licenses | | |
| Advanced Training | | |
| Other | | |

Can you perform the essential functions of the job with or without reasonable accommodation? Yes No

BACKGROUND INFORMATION

EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS

Do you have a valid New Jersey State Driver's License? Yes No Other State _____

(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? Yes No If yes please explain:

Have you been convicted of a felony or served time in prison within the last ten (10) years? Yes No

Conviction will not necessarily bar you from employment. If yes, please explain:

How/where did you hear about the position for which you are applying? (Check one)

| | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Friend or relative | <input type="checkbox"/> Sublime Salon Employee | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Sublime Salon Customer | Which? _____ |

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **MUST** be completed even if a resume is submitted.

| | | | |
|------------------------------|-------------------|----------------------|-----|
| Employer | | Employed from: | To: |
| Address: | | Supervisor | |
| Phone | Hours worked/week | Starting Hourly Rate | |
| Position | | Last Hourly Rate | |
| Primary duties | | | |
| May we contact this employer | | Supervisor's phone | |
| Reason for leaving | | | |
| Employer | | Employed from: | To: |
| Address: | | Supervisor | |
| Phone | Hours worked/week | Starting Hourly Rate | |
| Position | | Last Hourly Rate | |
| Primary duties | | | |
| May we contact this employer | | Supervisor's phone | |
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| Position | | Last Hourly Rate | |
| Primary duties | | | |
| May we contact this employer | | Supervisor's phone | |
| Reason for leaving | | | |

PROFESSIONAL REFERENCES Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance

| Name | Place of employment & title | Phone |
|------|-----------------------------|-------|
| | | |
| | | |
| | | |

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed Sublime Salon & Day Spa, for dismissal. I authorize Sublime Salon & Day Spa to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release Sublime Salon & Day Spa from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that either Sublime Salon or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the General Manager has any authority to alter the foregoing.

Applicant's signature _____ Date _____

Thank you for your interest in Sublime Salon & Day Spa as an employer.