



# Application Form - Reflect Salon

## This Information is Private & Confidential!

Please answer each question completely—and as honestly as possible—so we may support you fully in achieving personal fulfillment, as well as professional and financial success.

Today's Date: \_\_\_\_\_ Position applying for: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home/Cell Number: \_\_\_\_\_ Fax / Other Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Have you every applied for Reflect Salon before? YES NO

How did you hear about Reflect Salon's job opportunities? \_\_\_\_\_

Are you 18 years or older? YES NO

### Education:

High School / City / State \_\_\_\_\_ Graduation date: \_\_\_\_\_

College / Vocational School / City / State: \_\_\_\_\_

Graduation date: \_\_\_\_\_ Years completed: \_\_\_\_\_ Degree/License (State): \_\_\_\_\_

Please list any subjects of special study, research, work or special training & skills:

\_\_\_\_\_

Number of Years in the Industry: \_\_\_\_\_

Tell us about your experience in this industry: \_\_\_\_\_

\_\_\_\_\_

What salon software are you familiar with? (If applicable) \_\_\_\_\_

### Employment History:

Are you currently employed? YES NO May we contact your current employer? YES NO

Current Employer: \_\_\_\_\_ Wage \$ \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position and Duties/Responsibilities \_\_\_\_\_

Phone number and manager's name: \_\_\_\_\_



Previous Employer: \_\_\_\_\_ Wage \$ \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position and Duties/Responsibilities \_\_\_\_\_

Phone number and manager's name: \_\_\_\_\_

What are your reasons for leaving your last Job? \_\_\_\_\_

What did you like best about your last Job? \_\_\_\_\_

How would your previous owner/manager describe you? \_\_\_\_\_

How were you paid in your last or current Job? Check appropriate one:

Hourly: \$ per hour? \_\_\_\_\_ Commission: \_\_\_\_\_ (If so, what % paid? \_\_\_\_\_ %)

Salary: (What was/is the salary?) \$ \_\_\_\_\_ Other: \_\_\_\_\_

What do you need to earn? \$ \_\_\_\_\_ What do you want to earn? \$ \_\_\_\_\_

**Availability / Days / Hours:**

How many days and hours do you currently work per week? \_\_\_\_\_

How many days and hours would you like to work per week? \_\_\_\_\_

Sunday: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

Are you interested in: Part Time Full Time More: \_\_\_\_\_

**Employment Eligibility:**

I can provide documentation to verify my identity, age and eligibility to work in the United States: YES NO

If no, please explain: \_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_

**Please provide three references and attach your resume:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_



Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Describe in detail your ideal workplace: \_\_\_\_\_

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

What do you believe are your top three strengths?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What do you believe are your top three areas that need improvement?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How do you like to be coached? \_\_\_\_\_

\_\_\_\_\_

How would you deliver Extraordinary Service? \_\_\_\_\_

\_\_\_\_\_

What Retail lines do you currently sell? (If applicable) \_\_\_\_\_

\_\_\_\_\_

How do you think selling retail enhances the client experience? \_\_\_\_\_

\_\_\_\_\_

How do you see yourself contributing to the growth of our Company? \_\_\_\_\_

\_\_\_\_\_



If you could travel anywhere – where would you want to go? \_\_\_\_\_  
\_\_\_\_\_

What do you like and admire most about your best friend? Describe him or her in detail:  
\_\_\_\_\_  
\_\_\_\_\_

Where would you like to be in five years? \_\_\_\_\_  
\_\_\_\_\_

What are three things you most want to accomplish in your lifetime?  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Service Providers Only:**

What makes you unique as a service provider? \_\_\_\_\_  
\_\_\_\_\_

What do you currently do to market your Business? \_\_\_\_\_  
\_\_\_\_\_

List your most recent paid education attended:

Description	Date(s)
_____	_____
_____	_____
_____	_____

What are Three Goals you have for your Business over the next 12 months?  
1. \_\_\_\_\_  
2.. \_\_\_\_\_  
3. \_\_\_\_\_

How do you plan to reach these Goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TEAM MEMBER SELF ASSESSMENT

Please RATE your Skill Level in each of these Areas from 1 to 10 (10 being the highest and best).

- \_\_\_ Communication Skills (able to effectively communicate your feelings, concerns & upsets)
\_\_\_ The ability to connect with others & create long term relationships
\_\_\_ Time management skills
\_\_\_ Organizational skills
\_\_\_ Attention to details (getting it done right the first time) Positive attitude
\_\_\_ Loyalty to team and company
\_\_\_ Passionate & enthusiastic
\_\_\_ Reliability
\_\_\_ Selling skills
\_\_\_ Customer service (making clients the Top priority)
\_\_\_ Ongoing education and personal development
\_\_\_ Professional demeanor
\_\_\_ Follow through
\_\_\_ Taking pride in how you look professionally
\_\_\_ Personal hygiene
\_\_\_ Self-Motivated and Pro-Active
\_\_\_ Team Player (WIT: Whatever It Takes)
\_\_\_ Lead a balanced life
\_\_\_ Admired and respected by others
\_\_\_ Inspiring and uplifting to be around
\_\_\_ Financial responsible and stable
\_\_\_ Reliable, trustworthy and accountable
\_\_\_ Keep workspace clean & organized
\_\_\_ Reliable transportation
\_\_\_ Patient and compassionate
\_\_\_ Good sense of humor
\_\_\_ Flexible
\_\_\_ Being on time
\_\_\_ Coachable (Ability to hear and accept constructive feedback and make necessary changes)
\_\_\_ Organizing your day based on priorities & proceeding in order of importance
\_\_\_ Honor your time commitments (Complete tasks in a timely & efficient manner)
\_\_\_ Phone skills
\_\_\_ Proficient in: Excel
\_\_\_ Proficient in: Word

Authorization and Acknowledgment: I authorize an inquiry to be made on the information contained in this application if I am considered for employment. Former employers and educational institutions name herein are authorized to give information about me. I hereby waive any privilege I have to such information. If I am hired for this position, I may be required to undergo a physical examination at this employer's expense to determine whether or not I am able to perform the essential duties of this position in an effective and safe manner, and whether or not accommodations are needed to be made for me.

This employer does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in its programs or activities. It is policy of this employer to provide reasonable accommodations to known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

I understand and acknowledge that if any misrepresentation or omission of material facts has been made by me or the result of an investigation are not satisfactory for any reason, any consideration, offer, or actual employment by the company may be terminated immediately without obligation or liability to me or other than payment at the rate agreed upon, for service actually rendered, if I have been employed. I understand that nothing contained in this employment application or in the granting of an interview, and no company policies, procedures, or handbooks that I may receive, are intended to create an employment contract between the company and myself for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Reflect Salon unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Reflect Salon retains a similar right. I also understand that if I am hired, I will be required to sign an employment agreement as a condition of my employment.

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