

# The Spa at the Glen Brea Mall

## Employment Application



APPLICANT INFORMATION						DATE OF BIRTH: / /	
Last Name			First		M.I.	Date / /	
Street Address					Apartment/Unit #		
City			State		ZIP		
Home Phone			E-mail Address				
Date Available for Employment		Social Security No.			Desired Salary		
Position Applied for		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> List times available: Weekends _____ Weekdays _____ Any shift? _____					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this or any other day spa company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who and when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
Can you perform with or without accommodation the essential functions of the job(s) for which you have applied? <input type="checkbox"/> YES <input type="checkbox"/> NO (A Job descriptions available upon request)							
EDUCATION							
High School			Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College			Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Specialized Training			Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree or other licenses		
Please note any special qualifications you may have:							
REFERENCES							
<i>Please list three professional references.</i>							
Full Name			Relationship				
Company				Phone			
Address							
Full Name			Relationship				
Company				Phone			
Address							
Full Name			Relationship				
Company				Phone			
Address							

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<p>"Drug free workplace policy" requires all applicants to undergo pre-placement drug testing. Some positions may require reference checks, background and/or credit checks, drug testing, physical and other pre-employment qualifications. I understand that as a condition of employment I may be requested to cooperate in testing for the presence of drugs and/or alcohol in my system. I agree to this condition and to cooperate at such reasonable time and manner designated by the employer and I further agree to sign all necessary authorization forms in connection with such testing. I further understand adhering to the company's Grooming Policy is a condition of employment and I agree, if hired, to this condition. I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment and release from any liability both The Spa at the Glen and those who supply reference information. In the event of employment, I understand that falsification or omission of information in my application, interview(s) personnel forms or any other Spa at the Glen document(s) may result in discharge. I understand that it is the policy of The Spa at the Glen to provide equal opportunity and make all employment decisions without regard to race, color, age, sex, marital status, ancestry, religion and national origin, citizenship, disability or other protected class. However, I understand and agree that my employment if hired is for no definite period and may, regardless of the date of payment of my wage and salary, be terminated at any time without previous notice and without cause. I further understand that neither this document or any statement or action by Gen Ivy should be understood to create a contract of continuing employment. As a condition of employment, I agree to fully and completely comply with all policies concerning alcohol, drugs, safety, theft and loss control, and further consent to such searches, inspections, examinations and tests as may be required by policy.</p>	
Signature	Date