

___Rockville MD

___Reston VA

___Pentagon Row VA

NAME _____ TODAY'S DATE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____ TEL NUMBER (HOME) _____
 SOCIAL SECURITY # _____ (WORK) _____ EXT. _____
 E-MAIL ADDRESS _____ (CELL) _____
 EMERGENCY CONTACT (DAY) Name _____ Phone _____
 (EVENING) Name _____ Phone _____
 ARE YOU LICENSED? _____ STATE OF LICENSE _____ LICENSE# _____
 YEAR LICENSED _____ POSITION APPLYING FOR: _____
 DESIRED PAY: Hourly \$ _____ Salary \$ _____

HOW DID YOU HEAR ABOUT US? Jouvence Employee ___ Le Shoppe Employee ___
 School ___ Newspaper (please specify) _____ Friend _____

EMPLOYMENT HISTORY

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

Employer _____	Supervisor _____
Address _____	Phone _____
_____	Position Held _____
Dates of employment _____ to _____	Hourly rate/salary _____
Days absent _____	Days late _____
Briefly describe duties _____	
Reason for leaving _____	May we contact this employer _____
Applicant: do not complete (for official use only)	
Date reference contacted _____	Comments _____

Employer _____	Supervisor _____
Address _____	Phone _____
_____	Position Held _____
Dates of employment _____ to _____	Hourly rate/salary _____
Days absent _____	Days late _____
Briefly describe duties _____	
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EDUCATION

High school _____ Year graduated _____

College attended _____ Year graduated _____

Additional skills and/or training (including seminars and conferences)

HOBBIES AND INTERESTS

List any interests you have outside of your profession.

GOALS

What are your career goals?

Short term goals _____

Mid-range goals _____

Long term goals _____

Please indicate the pay you desire:

During training \$ _____ per week or \$ _____ hourly

After 6 months \$ _____ per week or \$ _____ hourly

After 1 year \$ _____ per week or \$ _____ hourly

REFERENCES: Please list three references, two of which should be professional.

Name _____ Phone _____

Address _____

Relationship to you _____ Years you've known him/her _____

Name _____ Phone _____

Address _____

Relationship to you _____ Years you've known him/her _____

Name _____ Phone _____

Address _____

Relationship to you _____ Years you've known him/her _____

How flexible are you?

What do you consider long term? short term?

How do you plan to promote both yourself and Jouvence Aveda?

QUESTIONS: This section must be completed. Please use complete sentences.

Define teamwork: _____

What are your strengths? What are your weaknesses?

Are there any duties or chores you do not or cannot do (clean, stay late, etc.)

Describe the perfect boss.

What are you looking for in a Salon/Spa?

If a co-worker wants to socialize during work hours, what would you do?

Why did you decide to become a cosmetologist (if applicable)?

Please list 5 words that best describe you:

What do you feel you can contribute to Jouvence?

How important is it for you to have a manager in the salon?

Extremely important___ **Very important**___ **Necessary**___ **Not needed**___

Please provide your definition of management.

Have you ever thought of becoming a manager? Yes_____ **No**_____

Do you have more than 12 months Part time___ **Full Time**___ **Retail experience**

How do you feel about the following:

Your technical ability: Mediocre__Needs improvement__Excellent__ The best__

People skills: Mediocre__Needs improvement__Excellent__ The best__

Teamwork: Mediocre__Needs improvement__Excellent__ The best__

Following direction: Mediocre__Needs improvement__Excellent__ The best__

Taking initiative: Mediocre__Needs improvement__Excellent__ The best__

What would be your perfect work schedule?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you currently attending or planning to attend school? What is your schedule?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Do you have any vacation/time off planned? If so, please list the dates below.

Any comments you wish to make?

Imagine that you are in charge of hiring staff for your business. From the following list, please prioritize the six most important things to you, with #1 being most important.

Cleanliness__ Honor__ Patience__ No overreaction__ Education__ Shares__
Innovation__ New ideas__ Informs__ On time__ Builds relationships__
Dreams__ Offers growth__ Experience__ Accepts responsibility__ Respect__
Finds solutions when problems arise__ Monitors new staff__ Loyalty__
Community involvement__ Disciplines staff at proper time and place__

After you've written a # next to the top six qualities you consider important, add one that you feel should be there and place a priority # next to it.

_____ Priority # _____

Are you under any employment contract with a previous employer? Yes____No_____

Have you ever been convicted of a misdemeanor? Yes____No_____

Have you ever been convicted of a felony? Yes____No_____

If yes, please explain _____

By signing below, I authorize Jouvence Aveda at anytime, to obtain a copy of my criminal records.

Signature _____ Date _____

All of the information I have given is correct to the best of my knowledge. I know that if I have purposefully falsified any information that I may relinquish any opportunity of employment with Jouvence Aveda. I am required by the Immigration Reform and Control Act of 1986 to complete form I-9 within three business days of being hired. If hired, I will show acceptable documentation according to Immigration and Naturalization Service guidelines. Compliance is a condition of employment.

Signature _____ Date _____

Thank you for taking the time to fill out this application.