



Employment Application

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Personal

Date of Application _____

First _____ Middle Initial _____ Last _____

Street Address _____

City _____ State _____ Zip Code _____ Date of Birth ____/____/____

How long have you lived at this address? _____ Cell Ph _____ Home Ph _____

Job applied for _____ Rate of pay expected \$ _____ per hour. Negotiable? Yes No

How did you learn of this opening _____

Availability

List hours available to work per week:

Check here if available anytime.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

How many hours per week would you like to work? _____

How would you rate yourself?

(1=Improvement needed 2=OK 3=Good 4=Top Performer)

_____ Energy Level: Your sense of urgency, self-motivation and enthusiasm.

_____ Communication Skills: Your ability to listen well, express ideas clearly and accept feedback.

_____ Hospitality: Your natural friendliness and customer service skills.

_____ Reliability: Your dependability, attendance, self-discipline and dedication.

_____ Personal Pride: Your appearance, hygiene and achievement.

_____ Teamwork: Your cooperation with others and team spirit.

1. What achievements in your life are you most proud of? _____

2. What are your personal strengths? _____

3. What are your weakest areas? _____

4. What are your five year goals? _____

5. Why do you want to work here? _____

6. Do you like to tan? Why or why not? _____

7. Have you tanned indoors before? Where? _____

8. Have you ever worked directly with consumers in a service industry job? Describe. _____

9. The customer is always right. Do you agree? Why or why not? _____

10. Think of a retail store you shop at. Give an example of how you could improve the cleanliness of this store:

11. Do you smoke, drink, or use illegal drugs? _____

12. How long do you see yourself working at Sunburst Tanning Co.? _____

13. Do you have reliable transportation to work? Describe. _____

14. Do you have a valid driver's license? _____ If Yes, indicate State and Number _____

List below, beginning with your most recent, all present and past employment

Name, Address and Phone # of Company	From		To		Last Position Held		Starting Hourly Wage	Ending Hourly Wage	Reason For Leaving	Super-visor Name
	Mo	Yr	Mo	Yr	Title	Duties				

Personal References

Name and Address	Occupation	Phone Number

Record of Education

School	Name and Address of School	Course of Study	Years Attended		Circle Last Year Completed				Did You Graduate?	Degree or Diploma	GPA
			From	To	Fr	So	Jr	Sr			
High											
College					1	2	3	4			

Background

Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, Date of Birth _____/_____/_____
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of any crime, excluding misdemeanors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of any crime involving violence to another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of any crime involving dishonesty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you serving probation for any misdemeanor offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been counseled or disciplined for cash handling violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been counseled or disciplined for being late or absent from work or school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you have answered Yes to any of the above, describe in full. _____			

Important – Read Before Signing

I certify that the information given herein is true and complete to the best of my knowledge. I authorize investigation of all statements and references contained in this employment application. I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment.

Signed _____ Date _____