



**RUDY & KELLY HAIRSTYLIST, INC**  
**EMPLOYEE APPLICATION**

Thank you for your interest in RUDY & KELLY HAIRSTYLIST, INC. Please take your time in completing this application form and be sure to include any and all additional information that you believe will be beneficial in considering your request for employment.

**Full Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

In Case of EMERGENCY, who may we notify? (Include name, relationship, and phone number)

\_\_\_\_\_

**Cosmetology License#:** \_\_\_\_\_ **Original Date Issued:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Beauty School Contact information:** \_\_\_\_\_

\_\_\_\_\_

**Year Graduated:** \_\_\_\_\_ **R&K Academy Hours:** \_\_\_\_\_

Are you licensed in any other States or Countries? If so, please list: \_\_\_\_\_

**Position(s) applying for (circle):** Tech/Asst. Salon Coordinator Stylist Massage Therapist Estheticians

**Location Preferred:** Fairfield Pembroke Mall Battlefield Greenbrier Mall Mt Pleasant

**Approx. Salary Expected:** \_\_\_\_\_ **Date Available:** \_\_\_\_\_ **Referred by:** \_\_\_\_\_

**Employment Status Requesting:** Full Time or Part Time

**Total Hours Available:** \_\_\_\_\_ **Days Available:** \_\_\_\_\_ **Nights Available:** \_\_\_\_\_

Why have you chosen to apply with Rudy & Kelly Hairstylist, Inc.? \_\_\_\_\_

\_\_\_\_\_

Are you interested in exploring management opportunities? Yes or No

Are you committed to attending ongoing education, trainings and meetings which may include evenings, weekends, and/or scheduled classes? Yes or No

Please check the benefits you are interested in learning more about:

After 90 days of Employment: Health Insurance \_\_\_\_\_ Dental Insurance \_\_\_\_\_ Disability Insurance \_\_\_\_\_

After 1 Year of Employment: Vacation \_\_\_\_\_ Sick & Personal Days \_\_\_\_\_ 401K \_\_\_\_\_

**EMPLOYMENT HISTORY**

Starting with present or most recent, please list all employment. Include self-employment, summer and part time positions. If additional space is needed, please enclose with application.

1. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact?: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Dates Employed: (Mon./Yr.) From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact?: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Dates Employed: (Mon./Yr.) From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact?: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Dates Employed: (Mon./Yr.) From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If presently employed, why do you desire to change your position?

\_\_\_\_\_

Have you ever been discharged or forced to resign? Yes or No

If so, reason: \_\_\_\_\_

What did you like most and least about your last job?

Most: \_\_\_\_\_

Least: \_\_\_\_\_

The questions below have been numbered. If you wish to elaborate on additional paper, you can indicate the question number on a supplemental sheet, which is available upon request.

1. Please list all advanced training courses, educational seminars, and conferences that you have attended:

\_\_\_\_\_

2. Please list all pertinent professional organizations to which you belong:

\_\_\_\_\_

3. Please list any leadership positions you have held, such as school, employment, clubs, etc.:

\_\_\_\_\_

4. Please list all current hobbies and areas of interest outside your profession including community activities:

\_\_\_\_\_

5. What are some of your career goals? \_\_\_\_\_

\_\_\_\_\_

6. How do you intend to build your clientele? \_\_\_\_\_

\_\_\_\_\_

7. How do you feel about retail selling? \_\_\_\_\_

\_\_\_\_\_

8. List your 3 strongest assets: \_\_\_\_\_

\_\_\_\_\_

9. What motivates you? \_\_\_\_\_

\_\_\_\_\_

10. Describe the perfect work situation: \_\_\_\_\_

\_\_\_\_\_

11. Describe the perfect boss: \_\_\_\_\_

\_\_\_\_\_

12. What do you expect to get out of working here? \_\_\_\_\_

\_\_\_\_\_

13. What can we expect to get from you? \_\_\_\_\_

\_\_\_\_\_

14. List 3 productive things you might do during your "Down Time"; such as time while you are in the salon, but do not have a customer: \_\_\_\_\_

\_\_\_\_\_

If you were able to qualify for this opportunity, would any of the below be a problem and why?

- Working weekends? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Working evenings? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Showing up to work on time? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Taking early or late appointments? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Attending all recommended educational events, as requested by Rudy & Kelly; even if "off" the time clock? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Providing your own model for classes? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Providing reliable transportation to/from work? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_
- Standing on your feet? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_

If licensed:

- Of the services we offer, which do you not feel qualified to perform: \_\_\_\_\_
- What do you consider your strongest points/areas? \_\_\_\_\_
- What do you consider your weakest points/areas? \_\_\_\_\_

**APPLICANT'S STATEMENT**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand and agree that any falsified information or significant omissions may disqualify me from further consideration for employment, and if discovered after I am hired, may result in dismissal. I also affirm that I am making this application because I am sincerely interested in being hired by Rudy & Kelly Hairstylist, Inc ("Employer") and not for any other purpose.

I also understand that, if employment is offered and accepted, such employment is not for any specified term and can be terminated at any time, with or without cause and with or without notice, by either Rudy & Kelly Hairstylist, Inc or me. I understand that the first 90 days of employment is considered a trial period and satisfactory performance is required for continued employment. I further understand that this application is not, and is not intended to be, a contract of employment and that my at-will employment status cannot be changed. I further understand that no supervisor, manager, or other employee or representative of Rudy & Kelly Hairstylist, Inc has the authority to change the at-will nature of my employment and that any oral promises of employment for a definite period or statements that are otherwise contrary to my at-will status are not binding upon Rudy & Kelly Hairstylist, Inc.

In consideration of my being considered for employment, I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from liability or responsibility all persons or businesses requesting or supplying such information.

I understand and agree that if I am hired I am required to read and abide by all rules and regulation of Rudy & Kelly Hairstylist, Inc governing the conduct of its employees.

I certify that I am eligible for employment in the United States and that the documents I have furnished, or will furnish, to verify my identity and eligibility are true and correct. I further understand and agree that, if offered employment, I will have three days to submit such documents, and that failure to submit such documents within three days will result in withdrawal of the offer of employment or, if employment has begun, termination from employment.

I further understand and agree that Rudy & Kelly Hairstylist, Inc may verify the information that I have given by contacting any reference I have provided. I hereby agree to hold Rudy & Kelly Hairstylist, Inc harmless for any action it may take with respect to this application based upon the information provided to it by these references.

Please enter your full name and today's date below to indicate that you have read and agree with this statement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SALON USE ONLY:**

**Applicant Interviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If this application was completed within the salon location, employee accepting this application should record comments observed while applicant completed this application:

\_\_\_\_\_

**Position(s) Hire for:** Sh. Tech/Asst. Salon Coordinator Massage Therapist Estheticians OR  
Stylist: Tier 2 Tier 3 Tier 4 Tier 5 Tier 6

**Location:** \_\_\_\_\_ **Compensation:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**If Not Hired:** \_\_\_\_\_ Retain for Later Date OR \_\_\_\_\_ No Suitable Openings Presently

**Schedule:**     **SUN**     **MON**     **TUES**     **WED**     **TH**     **FRI**     **SAT**  
                  \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**OFFICE USE ONLY:**

Paychex Emp ID#: \_\_\_\_\_ Branch: \_\_\_\_\_ Dept: \_\_\_\_\_ Fed Status: \_\_\_\_\_ Date Posted: \_\_\_\_\_ By: \_\_\_\_\_  
Shortcuts: Date Posted: \_\_\_\_\_ By: \_\_\_\_\_