

418 S. Wagner Rd. Ann Arbor, MI 48103 Phone (734) 665-7207 Fax (734) 665-5740

Today's Date: _____

POSITION APPLIED FOR	Desired Salary:	Per hour:
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GENERAL INFORMATION		
Name (last, first, middle initial)	Social Security No. (Optional)	
Street Address	City, State,	
Zip		
Home Phone No.	Work Phone No.	Message
Phone No.		
Are you authorized to work in the United States? Proof of Authorization will be required post hire		
No		Yes

TRAINING AND EDUCATION						
CIRCLE HIGHEST GRADE COMPLETED: 8 9 10 11 12 GED						
Colleges/other training	Major/subject			Degree/certificates		

ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills, professional licenses		
Advanced Training		
Other		
Can you perform the essential functions of the job with or without reasonable accommodation? Yes No		

BACKGROUND INFORMATION		
EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS		
Do you have a valid Michigan State Driver's License?	Yes	No Other State _____
(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? Yes No If yes please explain:		
Have you been convicted of a felony or served time in prison within the last ten (10) years? Yes No		
Conviction will not necessarily bar you from employment. If yes, please explain:		

How/where did you hear about the position for which you are applying? (Check one)		
_____ Friend or relative	_____ Fran Coy's Employee	_____ Internet
_____ Newspaper ad	_____ Fran Coy's Customer	Which? _____
_____ Other please specify _____		

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **MUST** be completed even if a resume is submitted.

Employer		Employed from:	To:
Address:		Supervisor	
Phone	Hours worked/week	Starting Hourly Rate	
Position		Last Hourly Rate	
Primary duties			
May we contact this employer		Supervisor's phone	

Reason for leaving

Employer		Employed from:	To:
Address:		Supervisor	
Phone	Hours worked/week	Starting Hourly Rate	
Position		Last Hourly Rate	
Primary duties			
May we contact this employer		Supervisor's phone	

Reason for leaving

Employer		Employed from:	To:
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Reason for leaving

PROFESSIONAL REFERENCES

Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance

Name	Place of employment & title	Phone

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed Fran Coy's Salon & Spa, for dismissal. I authorize Fran Coy's Salon & Spa to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release Fran Coy's Salon & Spa from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that either Fran Coy's or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the General Manager has any authority to alter the foregoing.

Applicant's signature _____ Date _____

Thank you for your interest in Fran Coy's Salon & Spa as an employer.