

EMPLOYMENT APPLICATION

PERSONAL DATA

Name:

_____ Last name First Name Middle Initial

Address:

_____ Number Street Apartment

_____ City State Zip Code

Telephone Number:

_____ Home Telephone Mobile Telephone E-mail Address

Social Security Number: _____

If employed under another name, please list: _____

IF HIRED, CAN YOU PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE AND WORK IN THIS COUNTRY? yes no

HAVE YOU APPLIED OR WORKED AT VISIO BEFORE? yes no

If yes, when? _____

DO YOU HAVE ANY FRIENDS WORKING AT VISIO? yes no

If yes, who? _____

ARE YOU AT LEAST 18 YEARS OF AGE? yes no

IF NO, CAN YOU SUBMIT A WORK PERMIT, IF NEEDED? yes no

EMPLOYMENT INTERESTS

Are you applying for: Seasonal Regular part time Regular full time

Compensation type: Hourly Commission Contractor

Indicate position applying for: Hair Design Stylist Apprentice Design Assistant

Aesthetician Massage Therapist Nail Tech

Receptionist Salon Coordinator Utility Support

Hours available to work: _____ Days available to work: _____

Salary requirement: _____ Date available to begin work: _____

Have you ever been involuntarily discharged from a position?

yes no

If yes, please explain: _____

Have you ever, under your name or another name, been convicted of a criminal offense (felony or misdemeanor)?

yes no

If yes, state nature of crime(s), when and where convicted and disposition of case(s):

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding circumstance and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	Did you Graduate?	Diploma or Degree
High School		<input type="checkbox"/> yes <input type="checkbox"/> no	
College or University		<input type="checkbox"/> yes <input type="checkbox"/> no	
Vocational or Business		<input type="checkbox"/> yes <input type="checkbox"/> no	

QUESTIONS

Why do you want to work at Visio? _____

Name two characteristics that make you a great employee: _____

Describe a recent work-related problem you had to address and how you resolved it: _____

Who did you admire most at your last job? Explain: _____

EMPLOYMENT HISTORY

List below all present and past employment, (including military service) starting with your most recent employer (10 years is sufficient). Account for all periods of employment. **You must complete this section even if your resume is attached.**

If you are currently employed, may we contact your employer? yes no

Name of Employer: _____

Address: _____

Phone: _____ Supervisor's Name: _____

Position: _____

Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Phone: _____ Supervisor's Name: _____

Position: _____

Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Phone: _____ Supervisor's Name: _____

Position: _____

Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

REFERENCES

List below two business references NOT related to or living with you who have knowledge of your work performance within the last three years. Domestic Partners and/or Significant Others are considered relatives and should not be listed.

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Business Phone: _____

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Business Phone: _____

AUTHORIZATION

Please read carefully, initial each paragraph and sign below.

_____ I understand that Visio promotes a drug free workplace and may conduct pre-employment drug testing.

_____ I hereby certify that I have not knowingly withheld information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or material omission of information on this application or any document used to secure employment may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment, regardless of the time elapsed before discovery.

_____ I understand that Visio validates the Social Security Number (SSN) of all current associates and new hires of Visio. The purpose of verification is to ensure that associate's wages are credited to the proper associate's SSN and to determine that the SSN presented by an associate is a valid SSN and belongs to the associate presenting it.

_____ I hereby authorize Visio to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Visio any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Visio, my former employers and all other persons, corporations, partnerships, associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Visio. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either Visio or me, and that no promises or misrepresentation contrary to the foregoing are binding on Visio unless made in writing and signed by a designated representative of Visio and me.

Signature: _____ Date: _____

Print Name: _____