



APPLICATION FOR EMPLOYMENT

DIFFERENT BY DESIGN SALON is an equal opportunity employer

PERSONAL INFORMATION

DATE OF APPLICATION _____

Last Name		First Name		Middle Name	
Street				Apt #	
City		State		Zip	
How long have you lived at this address?					

CONTACT INFORMATION

Home Phone	
Mobile	
Email	

EMPLOYMENT QUESTIONNAIRE

Are you at least 18 years of age?		If No, please state your age:	
Are you legally eligible to work in the United States of America?			
Are you a U.S. Citizen?		If No, please provide Visa No. and expiration date:	
Have you ever been convicted of a felony or misdemeanor?			
If yes, state the date and places where the charges occurred (Note: answering "Yes" will not automatically disqualify you for employment).			
How did you learn about our company?			

POSITION DETAILS

Position Sought		Available Start Date	
Desired Pay Range		Are you currently employed?	

EDUCATION

	Name and Location	Diploma/Degree	Major / Subject of Study
High School			
College or University			
Specialized Training or Trade School, etc.			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.



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Previous Experience

Please list your work experience starting with your most recent position.

Dates Employed	Company Name	Location	Role/Title
Job description, tasks performed and reason for leaving:			

Dates Employed	Company Name	Location	Role/Title
Job description, tasks performed and reason for leaving:			

Dates Employed	Company Name	Location	Role/Title
Job description, tasks performed and reason for leaving:			



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BUSINESS REFERENCES

List below the names of three persons, not related to you, whom you have known for at least one year.

Reference 1

Name		Employer	
Work Phone		Home Phone	
Address			
City, State, Zip			
Relationship to You		Years Known	

Reference 2

Name		Employer	
Work Phone		Home Phone	
Address			
City, State, Zip			
Relationship to You		Years Known	

Reference 3

Name		Employer	
Work Phone		Home Phone	
Address			
City, State, Zip			
Relationship to You		Years Known	



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Release and Authorization

DRIVER'S LICENSE

If you are applying for a position which will require you to be responsible for company property, monies, vehicles, etc. (i.e. service managers, technicians, office staff, drivers, etc.), please complete the following information. This EEO data will only be used by the Human Resources Department in processing your application (background check, credit check).

Issuing State			
License #		Expiration Date	

BACKGROUND CHECK AUTHORIZATION

I authorize **DIFFERENT BY DESIGN** to perform a criminal background check.

Date of Birth			
Gender	Male	Female	
Signature		Date	

CREDIT CHECK AUTHORIZATION

By signing in the space below, I authorize **DIFFERENT BY DESIGN** to check my credit history. I am aware that information gathered about me will be used to evaluate my character for handling of products, monies or any other corporate property assigned to my care. Credit information obtained by me will be shared with me if I ask for such information.

Date of Birth			
Gender	Male	Female	
Signature		Date	

PLEASE READ AND SIGN

I hereby affirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information. I understand that falsification of this information may cause immediate dismissal. I further acknowledge that my employment is 'at will'. This means that I am free to terminate my employment at any time, for any reason and the company retains the same right.

I understand that any offer of employment may be contingent upon a credit and background investigation and a pre-employment drug screen. I hereby authorize all references and former employers listed in my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise. I hereby release all parties, including agents, from any claims, causes of action, or liability from damages that may or could result from furnishing such information obtained through a background investigation or drug test.

NOTICE: APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE A PROMISE OR COMMITMENT THAT YOU WILL BE HIRED

Signature of Applicant :

Date:



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DIFFERENT BY DESIGN PRIVACY NOTICE

At **DIFFERENT BY DESIGN**, we do everything to guarantee that your rights to privacy are not violated. As required by law, we issue this notice stating our policy governing the release of private information about applicants and employees of **DIFFERENT BY DESIGN**.

There are several ways private information is received by **DIFFERENT BY DESIGN**:

- Applications for Employment or other forms
- Medical forms from providers and insurance companies
- From other companies or affiliates such as credit reporting agencies, federal and state government agencies

We do not share any private information about you except as allowed by law.

Information considered personal and confidential includes your name, social security number, address, insurance premiums, income, coverage and beneficiaries, credit reports, marital status and account balances. Our human resource, accounting and legal departments are the only persons with access to these records, medical records for pre-employment exams, physicals and workman compensation cases.

In order to protect your private information, we have safeguards in place. These safeguards are both electronic and physical.

From time to time, we may find it necessary to disclose information about you to insurance agents, insurance companies, insurance support groups, credit rating agencies, registered broker-dealers and regulators. This release of information may be with or without your permission. In all cases, efforts are made to keep disclosure of information to a minimum.

This policy affects **DIFFERENT BY DESIGN** handling and distribution of private information for former, current and prospective employees.

I document by my signature that I have been given the opportunity to review the **Notice of Privacy Practices of DIFFERENT BY DESIGN**.

Signature of Applicant :

Date:
