

CLASSIC TAN WEB APPLICATION FOR EMPLOYMENT

Classic Tan is looking enthusiastic people for Management, Full Time, Part Time and Seasonal employees to fill positions at any of the six locations.

Classic Tan provides the latest in tanning technology and the best possible service to our clients. To our employees we offer a friendly work environment, continuous education and training on products and equipment, and the support you need to carry out your assignments.

Full and Part-time Job Description

1. Maintain a neat and professional groomed appearance.
2. be Prompt and on time for your shift.
3. Have a thorough knowledge of your salon products, and packages, with the ability to explain all packages thoroughly and clearly too all clients.
4. Share your knowledge of products, equipment and packages with clients.
5. Operate the computer accurately which includes assign new clients, changing client information, using the cash register, and use the credit/check machine.
6. All clients must have a digital fingerprint taken at the time they sign up, and explain the reasons for having to do so.
7. Must be able to manage client phone requests in a professional and clear manner, and answer all questions as thorough as possible.
8. Report to work for each assigned shift. Failure to report to work will be cause to termination to your position.
9. Complete all work assignments as directed and assigned.
10. Greet each client as they come into the salon. Say Hello, Good morning/afternoon/evening...etc, or by name if possible. Make each client feel welcome, special and comfortable in our salons. And must thank them on their way out the door. Smile and be friendly.
11. Strive for exceptional retail sales.
12. Follow management direction.
13. Work as a "TEAM" with all salon employees and management.
14. Any employee discrepancies must be handled in a mature adult manner. Problems must not interfere with your job, affect customer service, or be shown in front customers that you have a discrepancy with another employee.

Manager Job Description

1. Follow the above job description along with the below objectives
2. Provide supervision of a subordinate staff.
3. Ensure the all staff receives proper training
4. Monitor the work performance of all staff.
5. Under general direction interview applicants.
6. Inventory displayed products daily and stored products weekly.
7. Make bank deposits in a timely manner.
8. Check the cleaning log daily, to ensure all work and responsibilities are completed and all employees are equally involved in doing cleaning duties.
9. Prepare the work schedule two to 4 weeks in advance
10. The manager must approve all changes in the work schedule.
11. Make sure employees time cards are correct.
12. Complete credit card EFT transactions correctly on the first day of each month. Report inconsistencies
13. Verify checking account EFT transactions from provided list. Report inconsistencies.

CLASSIC TAN WEB APPLICATION FOR EMPOLYMENT

PRE-EMPOLYMENT QUESTIONNARIE EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE: ____ / ____ / ____

Name: _____ DOB: ____ / ____ / ____ SSN: ____ - ____ - ____

Present Address: _____

Phone Number: (____) _____ - _____ Referred By: _____

EMPLOYMENT DESIRED

Position: _____ FT or PT _____ Salary Desired: _____

Date You Can start: _____ Availability: (Please refer to second page)

Are You Employed? _____ If so, May We Contact Your Employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

EDUCATION HISTORY

NAME & LOCTATION OF SCHOOL

YEARS ATTENDED

DID YOU GRADUATE?

GRAMMER SCHOOL:

HIGH SCHOOL:

COLLEGE:

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL:

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS

U.S. MILLITARY OR NAVAL SERVICE

RANK

FORMER EMPLOYERS (List below last four employers, starting with the most recent employer)

Date

MONTH AND YEAR NAME & ADDRESS OF EMPLOYER SALARY POSTION

FROM: _____

TO: _____

FROM: _____

TO: _____

FROM: _____

TO: _____

FROM: _____

TO: _____

REFERENCES

NAME: ADDRESS: BUSINESS: YEARS KNOWN:

AUTHORIZATION

“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATIONS OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THE MAY RESULT FORM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR THE EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE

THIS WAIVER DOES NOT PERMIT THE RELEASE OR USE OF DISABILITY RELATED OR MEDICAL INFORMATION IN A MANNER PROHIBITED BY THE AMERICAN WITH DISABILITES ACT (ADA) AND OTHER RELEVANT FEDERAL AND STATE LAWS.”

DATE _____ / _____ / _____ SIGNATURE: _____

INTERVIEWED BY: _____ DATE _____ / _____ / _____

AVAILABILITY:

MON TUES WED THUR FRI SAT SUN
