

Merit Spa Employment Application

Applicant Information (Please complete each section even if you submit a resume.)

Full Name: _____
Last First M.I. Date Phone
Address: _____
Street Address Apt./Unit #
_____ City State ZIP Code Email

Have you used other names that we need to know to verify your employment or educational record? YES NO

If yes, please provide the other names: _____

Are you under 18 years of age? YES NO Can you legally work in the U.S.? YES NO

Position Applied for: _____ Available Start Date: _____

Employment Desired: Full-time Part-time Temporary/Seasonal Desired Salary/Wage: \$ _____

If applying for temporary or seasonal work, indicate your desired length of employment:

Start date: _____ End date: _____

Days/Hours Available:

Monday: _____ Tuesday: _____ Wednesday: _____
 Thursday: _____ Friday: _____ Saturday: _____
 Sunday: _____

Have you ever worked for or applied for a position with Merit Spa? YES NO

If yes, provide date(s)? _____

Do you have any friends, relatives, or acquaintances working for Merit Spa? YES NO

If yes, state name & relationship: _____

Education

School: _____ Phone: _____

Address: _____ Degree: _____

Did you graduate? YES NO

School: _____ Phone: _____

Address: _____ Degree: _____

Did you graduate? YES NO

Are you subject to any restrictive covenants (such as non-competition, non-solicitation, etc.) with a former employer? YES NO

Military Service (Optional - skip if not applicable or if you do not want to provide this information)

Have you served in the U.S. Military? YES NO

Relevant skills obtained during U.S. Military service: _____

Other Relevant Experience, Training, Skills and/or Qualifications

Do you have any other experience, training, skills, certificates, or qualifications that you feel would benefit the company? YES NO

If yes, explain: _____

Emergency Contact

Name: _____ Phone: _____

The company is an equal employment opportunity employer. We do not discriminate based on membership in any protected class, including without limitation, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information, or any other basis protected by federal, state, or local law. The company also prohibits harassment of applicants or employees based on any of these protected categories. It is the company's policy to comply with all applicable federal and state laws respecting consideration of unemployment status in making hiring decisions. It is illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Initial: _____ I understand that I am required to abide by all rules and regulations of the company. Smoking is prohibited in all indoor areas at the company's facility unless designated areas have been established at a particular location in accordance with applicable state and local law.

Initial: _____ I understand that if I am offered employment, I may be required to sign a non-solicitation, non-disclosure, and/or non-competition agreement as a condition of employment.

Initial: _____ I understand that the company may share the information contained in this application with company employees for employment and administrative purposes and hereby consent to such transfer.

Initial: _____ I understand that if any personal storage areas (locker, office, desk, etc.) are provided to me, they are open to investigation by the company without prior notice to me.

Initial: _____ **I, the Applicant, hereby authorize a background, credit, and/or criminal record check to be made in accordance with applicable law. I agree to complete the necessary authorization forms for the background check and release all parties from liability in connection with the provision and use of such information.**

Initial: _____ **If requested, I agree to submit to legally permissible drug testing upon an offer of employment from the company. I understand that any offer of employment is contingent upon my receiving a negative test result.**

Initial: _____ I, the Applicant, hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the company.

Initial: _____ I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all of the understandings between the company and me concerning the issues addressed herein and supersedes any prior inconsistent understandings between the company and me.

Signature: _____ Date: _____

What to do with your document

Print the application to give to applicants, or upload it to your website as a PDF file for applicants to print and complete. We suggest keeping all applications on file, whether or not you decide to hire an applicant.

Background checks

Before requesting a criminal background check, you should check to see if your state or municipality imposes any additional requirements or restrictions. The consumer reporting agency you plan to use should be able to let you know if a criminal background check is allowed in your jurisdiction.

You can only conduct a background check, credit check, or criminal record check if an applicant consents to it. Under the Fair Credit Reporting Act, even if you ask for the applicant's consent in this application, you must also request their consent in a standalone document. You should get this document from the consumer reporting agency that will perform the background check.

If you decide to use a consumer reporting agency to conduct any of these types of checks on an applicant, the applicant has the right to get a free copy of the consumer report you received. A consumer report is a report from a credit bureau with information about someone's credit characteristics, rental history, or criminal history. Consumer reports are prepared by one business for another. Examples of consumer reports include:

- Credit reports from a credit bureau, such as Trans Union, Experian, Equifax, or affiliate company
- Reports from a screening service
- Reports from a background check company about someone's criminal history

When requesting a consumer report for an applicant, give the applicant a copy of the document "A Summary of Your Rights Under the Fair Credit Reporting Act" which can be found at https://files.consumerfinance.gov/f/documents/bcfr_consumer-rights-summary_2018-09.pdf.

If you reject an applicant, based on information from a consumer reporting agency, like a background, credit, or criminal record check, you must notify them in writing that your decision was influenced by information in a consumer report. This is also required if you offer them employment but change your offer in a negative way based on the consumer report (such as offering them fewer hours, less pay, a reduced role, etc.). These required notifications are part of a multi-step process called "adverse action." The adverse action process varies depending on your state and local jurisdiction and can open you up to liability if you don't follow it correctly, so it may be best to consult a Human Resources expert.