

# MIRROR MIRROR

SALON \* SPA \* BOUTIQUE

An Equal Opportunity Employer

**Please Print**

Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Present Address \_\_\_\_\_  
No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Permanent Address (if different from present address) \_\_\_\_\_  
No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Employment Desired**

Position applying for: \_\_\_\_\_

Are you applying for:

- Regular full-time work? .....  Yes  No
- Regular part-time work? .....  Yes  No
- Temporary work, e.g., summer or holiday work?.....  Yes  No

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From: \_\_\_\_\_ To: \_\_\_\_\_

Are you available for work on weekends? .....  Yes  No

Would you be available to work overtime, if necessary? .....  Yes  No

If hired, on what date can you start work? ..... \_\_\_\_\_

Salary desired: \_\_\_\_\_

**Personal Information**

Have you ever applied to or worked for Mirror Mirror Salon Spa Boutique Inc., before?.....  Yes  No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Mirror Mirror Salon Spa Boutique Inc .....  Yes  No

If yes, state name(s) and relationship:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

Why are you applying for work at Mirror Mirror Salon Spa Boutique Inc?

If hired, would you have a reliable means of transportation to and from work? .....  Yes  No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) .....  Yes  No

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

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) .....  Yes  No

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

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

Are you currently employed? .....  Yes  No

If so, may we contact your current employer? .....  Yes  No

**Education, Training, and Experience**

School Name and Address No. of years Completed Did you Graduate? Degree or Diploma

High School Name \_\_\_\_\_  Yes  No \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip

College/University Name \_\_\_\_\_  Yes  No \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip

Vocational/Business Name \_\_\_\_\_  Yes  No \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip

Healthcare Training Name \_\_\_\_\_  Yes  No \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip

Do you speak, write or understand any foreign languages? .....  Yes  No

If yes, which language(s)? \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at

Mirror Mirror Salon Spa Boutique Inc? .....  Yes  No

If so, please explain: \_\_\_\_\_

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? .....  Yes  No

Name of license/certification: \_\_\_\_\_

Issuing state: \_\_\_\_\_

License/certification number: \_\_\_\_\_

Has your license/certification ever been revoked or suspended? .....  Yes  No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

\_\_\_\_\_

**Employment History**

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

\_\_\_\_\_  
Name of Employer Telephone No.

\_\_\_\_\_  
Type of Business Your Supervisor's Name

\_\_\_\_\_  
Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From To Starting Ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

\_\_\_\_\_  
Name of Employer Telephone No.

\_\_\_\_\_  
Type of Business Your Supervisor's Name

\_\_\_\_\_  
Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From To Starting Ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

\_\_\_\_\_  
Name of Employer Telephone No.

\_\_\_\_\_  
Type of Business Your Supervisor's Name

\_\_\_\_\_  
Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From To Starting Ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

Note: Attach additional page(s) if necessary.

**Military Service**

Have you obtained any special skills or abilities as the result of service in the military? .....  Yes  No  
If so, describe:

\_\_\_\_\_

**References**

List below three persons not related to you who have knowledge of your work performance within the last three years.

\_\_\_\_\_  
First Name Last Name Telephone No.

\_\_\_\_\_  
No. & Street City State Zip

\_\_\_\_\_  
Occupation/Relationship No. of Years Acquainted

**References (cont)**

First Name	Last Name	Telephone No.	
No. & Street	City	State	Zip
Occupation/Relationship	No. of Years Acquainted		

First Name	Last Name	Telephone No.	
No. & Street	City	State	Zip
Occupation/Relationship	No. of Years Acquainted		

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment  
 Initials and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Mirror Mirror Salon Spa Boutique Inc. to thoroughly investigate my references, work record, education and  
 Initials other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company 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 the company, my former employers and all other persons, corporations, partnerships and 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  
 Initials employment, if hired, is intended to create an employment contract between me and the company. 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 myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or  
 Initials outstanding judgment) be conducted by internal personnel employed by Mirror Mirror Salon Spa Boutique Inc. I am entitled to copies of any such public records obtained by Mirror Mirror Salon Spa Boutique Inc. unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

\_\_\_\_\_ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application, recruitment  
 Initials to or employment with Mirror Mirror Salon Spa Boutique Inc. I further agree, in the event that I am hired by Mirror Mirror Salon Spa Boutique Inc., that all disputes with Mirror Mirror Salon Spa Boutique Inc. ,whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. I have voluntarily signed the Mutual Arbitration Agreement which sets forth the entire agreement with regard to dispute resolution. I have had the opportunity to ask questions about the agreement. I understand and agree that I have been advised to consult with an attorney before signing the Mutual Arbitration Agreement and have had the opportunity to do so.

I waive receipt of a copy of any public record described in the paragraph above.

Mirror Mirror Salon Spa Boutique Inc. personnel are employed on an at-will basis. *All employment is at-will and can be terminated with or without cause, at any time, by the Employee or Mirror Mirror Salon Spa Boutique Inc. for any reason or no reason whatsoever, with or without notice.*

\_\_\_\_\_ Date  
 \_\_\_\_\_ Applicant's Signature

**Mirror Mirror Salon Spa Boutique Inc.**  
**ARBITRATION AGREEMENT**

**READ THIS AGREEMENT CAREFULLY BECAUSE YOUR SIGNATURE BELOW CONFIRMS THAT YOU HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE TERMS OF THIS ARBITRATION AGREEMENT**

To resolve employment disputes in an efficient and cost-effective manner, you and Mirror Mirror Salon Spa Boutique Inc. ("the Company") agree that any and all claims arising out of or related to your employment that could be filed in a court of law, including, but not limited to, claims of unlawful harassment or discrimination, wrongful demotion, defamation, wrongful discharge, breach of contract or invasion of privacy, trade secret, patent right, copyright, trademark, or any other intellectual, proprietary or confidential information or property misappropriations or violations (except for injunctions relating to same), non-payment or incorrect payment of wages, overtime, commissions, bonuses, severance, employee fringe benefits, leave benefits, and the like, and all tort or tort-like claims shall be submitted to final and binding arbitration, and not to any other forum.

The arbitration process shall be initiated by delivering a written request for arbitration to the other party within the time limits that would apply to the filing of a civil complaint in court. A late request will be void. No claim should be submitted to arbitration without first attempting to resolve the matter informally and exhausting Mirror Mirror Salon Spa Boutique Inc. internal procedures.

If we are unable to agree upon a neutral arbitrator, we will obtain a list of arbitrators from a neutral dispute resolution service and strike names alternatively until one arbitrator remains. The arbitrator shall conduct the arbitration in accordance with the procedures set forth in the National Rules for the Resolution of Employment Disputes (including Mediation and Arbitration Rules) of the American Arbitration Association. Mirror Mirror Salon Spa Boutique Inc. shall pay the arbitrator's fees and expenses that are unique to arbitration.

The Arbitrator shall allow the discovery authorized by the Federal Rules of Civil Procedure or any other discovery required by applicable law in arbitration proceedings.

Nothing in this Agreement relieves either you or Mirror Mirror Salon Spa Boutique Inc. from any obligation either of us may have to exhaust certain administrative remedies before arbitrating any claims or disputes under this Agreement, and the Arbitrator may dismiss a claim for failure to exhaust an administrative remedy, so long as such dismissal is consistent with applicable law.

The arbitrator shall determine the prevailing party in the arbitration. Costs and attorney's fees shall be awarded to the prevailing party in accordance with the same legal standards had the action been filed in court. The arbitrator shall have the authority to order any legal and equitable remedy that would be available in a civil or administrative action on the claim. The arbitrator shall prepare a brief written decision that includes the essential findings and conclusions upon which the award is based.

This arbitration shall be the exclusive means of resolving any claim arising out of your employment, and no action will be filed in any court or other forum. However, nothing in this agreement will affect National Labor Relations Board, Workers' Compensation Appeals Board, Unemployment Insurance Appeals Board, Department of Fair Employment and Housing or Equal Employment Opportunity Commission proceedings, petitions for judicial review of a decision issued after an administrative hearing or the ability of either party to seek injunctive relief in an appropriate court of law.

If any court of competent jurisdiction declares that any part of this arbitration agreement is illegal, invalid, or unenforceable, such a declaration will not affect the legality, validity, or enforceability of the remaining parts of the agreement, and the illegal, invalid, or unenforceable part will no longer be part of this agreement.

We understand and agree that we have been advised to consult with an attorney of our own choosing before signing this Agreement, and we have had an opportunity to do so. We agree that we have read this Agreement carefully. We agree that we are entering into this agreement voluntarily and understand that by signing it, we are

waiving all rights to a trial or hearing before a court or jury of any and all disputes and claims subject to arbitration under this Agreement.

This agreement sets forth the entire agreement between the parties and supersedes any and all prior or contemporaneous agreements and understandings, whether written oral or implied.

This Agreement is not an employment contract. Nothing in this Agreement creates, or is intended to create, a promise or representation of continued employment for you. Your employment with Mirror Mirror Salon Spa Boutique Inc. is employment at-will. Employment at-will may be terminated at the will of either you or Mirror Mirror Salon Spa Boutique Inc. at any time and for any reason.

**THIS ARBITRATION AGREEMENT IS A WAIVER OF ALL RIGHTS TO A CIVIL JURY TRIAL FOR A CLAIM OF HARASSMENT, DISCRIMINATION, WRONGFUL TERMINATION, OR ANY OTHER CLAIM ARISING OUT OF YOUR EMPLOYMENT. AS A CONDITION OF YOUR EMPLOYMENT OR CONTINUED EMPLOYMENT BY ECLISPE, YOU ACKNOWLEDGE BY YOUR SIGNATURE BELOW THAT THIS AGREEMENT IS SUPPORTED BY ADEQUATE CONSIDERATION. YOU WILL BE REQUIRED ON AN ANNUAL BASIS TO SIGN AN UPDATED COPY OF OUR ARBITRATION POLICY AS A CONDITION OF YOUR EMPLOYMENT.**

Date: \_\_\_\_\_

\_\_\_\_\_

Employee / Staff Signature

\_\_\_\_\_

Employee / Staff Name (Please Print)

Mirror Mirror Salon Spa Boutique Inc.

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_