

# Questionnaire for Hairdresser Applicant

ALAN MURPHY  
S A L O N

126 Vintage Park Blvd A,  
Houston, TX 77070  
www.alanmurphysalon.com

Do you have a preference for hair cutting or hair coloring? Yes\_\_ No\_\_ Explain: \_\_\_\_\_

What is your hairdressing background? \_\_\_\_\_

Have you held positions of responsibility with other hair salons? Yes\_\_ No\_\_ \_\_\_\_\_

Why do you feel you would be an asset to Alan Murphy Salon? \_\_\_\_\_

What three qualities do you need to be successful in your job? \_\_\_\_\_

What is your definition of great customer service? \_\_\_\_\_

How long does it take to do a great haircut (not including a blow dry)? \_\_\_\_\_

If successful, how long can we expect you to be employed at Alan Murphy Salon? \_\_\_\_\_

In what ways do you feel your fellow employees would find you an easy person to work with? \_\_\_\_\_

In terms of your professional future, where do you see yourself in five years? \_\_\_\_\_

Would any of the following be a problem for you?

Working hours of 8 am to 9 pm      \_\_Yes \_\_No      Impeccable dress      \_\_Yes \_\_No

Working weekends      \_\_Yes \_\_No      No absenteeism      \_\_Yes \_\_No

Nonsmoking salon      \_\_Yes \_\_No      No tardiness      \_\_Yes \_\_No

No personal calls (except emergencies) \_\_Yes \_\_No      Training classes after working hours      \_\_Yes \_\_No

What are the benefits of retail selling?

Would you be able to provide good models for training purposes on a regular basis?      \_\_Yes \_\_No

Do you have any comments that might help with your application? \_\_\_\_\_

# Questionnaire for Receptionist Applicant

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Do you have any previous experience in booking appointments? Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

Do you have any previous experience answering multiple phone lines? Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

Do you have any previous computer or keyboard experience? Yes\_\_\_ No\_\_\_ \_\_\_\_\_

Do you have any previous experience in public relations or customer service? \_\_\_\_\_

Do you have previous experience in selling retail products? \_\_\_\_\_

Do you have any knowledge or previous experience in the hairdressing industry? \_\_\_\_\_

Have you ever held a position where you were responsible for handling money? \_\_\_\_\_

Are you open to taking receptionist training workshops on your days off? \_\_\_\_\_

What are your personal strengths and weaknesses? \_\_\_\_\_

If successful, how long can we expect you to be employed at Alan Murphy Salon? \_\_\_\_\_

What is your definition of teamwork? \_\_\_\_\_

What three qualities do you need to be successful at your job? \_\_\_\_\_

What is your definition of great customer service? \_\_\_\_\_

Describe the image the receptionist for Alan Murph Salon should have? \_\_\_\_\_

Would any of the following be a problem for you?

Working hours of 8 am to 9 pm \_\_\_Yes \_\_\_No Impeccable dress \_\_\_Yes \_\_\_No

Working weekends \_\_\_Yes \_\_\_No No absenteeism \_\_\_Yes \_\_\_No

Nonsmoking salon \_\_\_Yes \_\_\_No No tardiness \_\_\_Yes \_\_\_No

No personal calls (except emergencies) \_\_\_Yes \_\_\_No Training classes after working hours \_\_\_Yes \_\_\_No

What are the benefits of retail selling?

Are you prepared to have your hair styled, colored, or curled to promote a good salon staff image? \_\_\_Yes \_\_\_No

Do you have any comments that might help with your application? \_\_\_\_\_

## General Application for Employment

Today's Date \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ I prefer to be called: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_

Email address: \_\_\_\_\_ Social Security No: \_\_\_\_\_

### Employment Desired

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you employed now? ☐ Yes ☐ No

May we inquire your present employer? ☐ Yes ☐ No

Referred by: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Month & Year of Employment	Name and Address of Employer	Salary	Position & Dates	Reason for Leaving

### Personality Characteristics

Because a variety of personalities are desirable at Alan Murphy Salon. We ask you to honestly and objectively rate yourself on the following characteristics. There are no right or wrong answers, we only want to know your personality. Please rate yourself on a scale of 1 to 10 with 1 being the least and 10 being the most for each of these characteristics listed.

☐ Enthusiastic  
☐ Friendly  
☐ Aggressive  
☐ Persevering

☐ Quiet  
☐ Organized  
☐ Stubborn  
☐ Competitive

☐ Able to accept constructive criticism  
☐ Able to work with others  
☐ Desire to Work toward a management position

### Application Release

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. Alan Murphy Salon is hereby authorized to investigate my personal and professional history.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_