



## Employment Application: Receptionist

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_ Best Phone \_\_\_\_\_  
Social Security # \_\_\_\_\_ Best time to reach you? \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.  
Address \_\_\_\_\_  
*Street City State Zip Code*  
Date of Birth \_\_\_\_\_ Emergency contact \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### EMPLOYMENT HISTORY

Are you currently employed? Yes / No  
Current Company \_\_\_\_\_ Time Frame \_\_\_\_\_  
Current Employer \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
Is it okay to contact your current employer? Yes / No  
Company \_\_\_\_\_ Time Frame \_\_\_\_\_  
Employer Name \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
Is it okay to contact this employer? Yes \_\_\_ No \_\_\_  
Company \_\_\_\_\_ Time Frame \_\_\_\_\_  
Employer Name \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
Is it okay to contact this employer? Yes \_\_\_ No \_\_\_

### EDUCATION HISTORY

*School* \_\_\_\_\_ *Graduation* \_\_\_\_\_  
*City, State* \_\_\_\_\_  
*School* \_\_\_\_\_ *Graduation* \_\_\_\_\_  
*City, State* \_\_\_\_\_

**PROFESSIONAL REFERENCES**

List three references who are willing to provide a professional reference  
(please do not include family members nor people who reside with you):

<i>Name</i>	<i>Relationship</i>	<i>Years Acquainted</i>	<i>Phone #</i>

**\*Please attach your resume to the employment application form or email it to [jobs@DivineConnectionsMassage.com](mailto:jobs@DivineConnectionsMassage.com)**  
Divine Connections Massage & Spa does not discriminate against race, color, national origin, religion,  
gender, sexual orientation, age or disability.

With my signature, I hereby declare that the information I provided in this application is accurate and true to the best of my knowledge.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_