



The UP! Factory

Employment Application

Applicant Information

Full Legal Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Have you taken classes or used services here? Please describe your experience:

What has inspired you to work for us?

What position(s)/role(s) would you like to have here? (please write all that apply)

(Front desk, teaching, marketing, admin, managing, etc.)

What do you have experience in? Experience = at least 6 months of compatible skills &/or processes

(repeat check list + retail, inventory, customer service, sales, etc.)

Please specify your comfort level with the following: Comfort levels: N/A, low, average, high

Communication:

Text messaging
Facebook messenger
Social media
Making calls
Receiving calls
Face to face exchanges

Programs:

Mindbody
Social Media Marketing
Blog Writing
Wix/Wordpress/other website design (please specify)
Canva/ Adobe /other graphic design (please specify)
Vista print/kinkos/staples/ other print production processing (Please specify)

Do you have reliable transportation that you do not share with another person?

How long have you lived in the area?

How long do you intend to stay here? *We hire both short and long term

Qualifications

Please list all relevant certification(s) in this industry and other industries including experience and time dedicated:

Are you a licensed massage therapist in the state of Georgia? (yes or no)

Are you a certified instructor? Please describe, including experience and time dedicated:

Experience working in a small business, please describe including time dedicated:

Availability

Are you interested in full time or part time?

What is your availability? (Please specific time frames for each day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

What are your desired hours and pay?

Hours:

Salary:

Previous Employment

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____ Starting Salary:\$

Ending Salary:\$

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
=

NO
=

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO
 = =

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO
 = =

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____
 Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____
 Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Intimidated by writing out all that's required on this form but have experience you would like to share with The Up! Factory family? Please submit a resume and request a phone interview instead. If we are interested, we will call you at our earliest convenience

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

