



Date of Application: _____

Position Applied For: _____

How Did You Learn About This Position? Web Site
 Walk-In Friend/Relative Employment Agency _____
 Advertisement _____ Other _____

PERSONAL INFORMATION

Name: _____
Last Middle First

Address: _____
Number/Street/Apartment City State Zip Code

Telephone: _____ Email: _____

If you are under 18, can you furnish a work permit? Yes No
Are you legally authorized to work in the United States? Yes No
(Proof of eligibility will be required upon employment)
Have you been convicted of a felony within the last 7 years? Yes No
If yes, please explain: (A conviction will not necessarily disqualify you from employment.)

Have you ever been employed by us or another Ace Hardware retailer? Yes No
If yes, when: _____ Where: _____
Do you have any relatives employed by our company? Yes No
If yes, when: _____ Where: _____

AVAILABILITY

Date you are available to work: _____

Do you wish to work: Full-Time Part-Time Temporary

If temporary, specify dates available: _____

Please indicate hours you are available to work each day: (example 7am – 9pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Wages desired: \$_____ per _____ Hours per week: _____

Can you travel if your job requires it? Yes No

SKILLS & EXPERIENCE

(Check all that apply)

- Electrical Blade Sharpening
- Plumbing Screen Repair
- Paint Mixing Machine Point-of-Sale Terminal / Cashier
- Building Construction Microsoft Word
- Key Cutting Machine Microsoft Excel
- Lock Servicing Intuit Quickbooks

Fluency in Foreign Languages: _____

List any other relevant qualifications you have that can be a benefit in this position:



PLEASE PRINT

EDUCATION				
	Name and Location	Years Completed	Degree?	Major
High School				
College				
Grad School				
Other				

EMPLOYMENT HISTORY				
Give names and addresses of all previous employers. If you are now working, your present employer and reason you want to leave must be included. Additional sheets may be attached if required. Please give reason for any lapse of time between jobs.				
May we contact your present employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer (Latest first)		Dates Employed	Salary History	Position and Duties
Name:		From:	Start:	
Address (City/State/Zip):		To:	Final:	
Telephone:	Supervisor:			
Name:		From:	Start:	
Address (City/State/Zip):		To:	Final:	
Telephone:	Supervisor:			
Name:		From:	Start:	
Address (City/State/Zip):		To:	Final:	
Telephone:	Supervisor:			
Name:		From:	Start:	
Address (City/State/Zip):		To:	Final:	
Telephone:	Supervisor:			
Additional sheets attached?				<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES		
Please list 3 professional references (not related to you) with contact information.		
Name:	Phone number:	Email:
How do you know this person?		Years acquainted?
Name:	Phone number:	Email:
How do you know this person?		Years acquainted?
Name:	Phone number:	Email:
How do you know this person?		Years acquainted?

SUPPLEMENTAL INFORMATION

Why do you want to work at Ace Hardware?

What is your definition of customer service?

Please read the following carefully before signing below:

This application is considered current for 90 days. If you want to be considered for employment after this time, you must renew your application in writing.

I certify that the information contained in this application and/or any supplement thereto, is correct to the best of my knowledge and understand that any mis-statement or omission of information is grounds for dismissal in accordance with company policy. I authorize Ace Hardware – Alameda Station (the Company) to contact my current or prior employers and/or the above references and request any information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I expressly release Ace Hardware – Alameda Station and all parties providing such information from any and all liability or responsibility for damage that may result from furnishing the same to you. I further understand said background check may also involve the Company’s obtaining and investigative consumer report on me which may cover such areas as my character, general reputation and mode of living. I hereby authorize the Company, if they wish, to make such an inquiry and understand that upon my written request, additional information as to the nature of said inquiry will be provided.

If I am offered a position with the Company, I agree to conform to the applicable rules, regulations and policies of the Company, and acknowledge that my employment and compensation can be terminated at any time with or without cause, and with or without notice, at the option of either the Company or myself. I further understand that no representative of the Company has any authority to make any agreement contrary to the foregoing or to bind the Company for the employment of any person for any specified period of time.

Applicant’s Signature _____ Date _____
 (If e-mailing this document, you will be asked to sign upon interviewing.)

PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes No

Comments:

Interviewer: _____ Date: _____

Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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Job Title:	Hourly Rate/ Salary:
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Department:	Completed by:
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