

# APPLICATION FOR EMPLOYMENT



*Please complete entire application to ensure processing*

**PERSONAL INFORMATION**

NAME	First	Middle	Last	Social Security Number	Date
Other names you are known by _____ Are you less than 18 years of Age? Yes _____ No _____					
Are you legally eligible for employment in the United States? Yes _____ No _____ Have you been convicted of a felony in the last 7 years? Yes _____ No _____					
(Proof of citizenship or immigration status will be required.) If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.					
PRESENT ADDRESS	Street	City	State	Zip Code	
PERMANENT ADDRESS	Street	City	State	Zip Code	
PHONE NUMBER	Daytime	Evening	REFERRED BY		

**EMPLOYMENT DESIRED** (Please keep in mind that the availability of hours may vary.)

Position _____	Salary Desired _____	Date you can start _____					
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you available to work overtime? _____							
Have you every worked for Ace Hardware before? _____	If yes, when? _____		Which Store? _____				

**EDUCATION**

	Name and Address of School	Circle last Year Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School	_____	1 2 3 4	Yes No	
College	_____	1 2 3 4	Yes No	
Post College	_____	1 2 3 4	Yes No	
Trade, Business, or Correspondence School	_____	1 2 3 4	Yes No	

*List Skills relevant to the position applied For* \_\_\_\_\_

**SKILLS** Are you Bilingual? Yes \_\_\_\_\_ No \_\_\_\_\_ Which Languages? \_\_\_\_\_ 10 Key Yes \_\_\_\_\_ No \_\_\_\_\_  
 Computer Proficiency: Word for Windows \_\_\_\_\_ Peachtree Accounting \_\_\_\_\_ Excel \_\_\_\_\_ Typing WPM \_\_\_\_\_

Have you ever visited an Ace Hardware store? Where? Describe your experience. \_\_\_\_\_

Why would you like to work for Ace Hardware? \_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was it effective? \_\_\_\_\_

**FORMER EMPLOYERS** List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

DATE \_\_\_\_\_

From _____	Current Employer (Name and Address of Employer)	Type of Business	Salary or Hourly Rate	Position	Reason for Leaving
To _____					
Duties Performed _____					
Supervisor's Name _____		Phone Number _____		May we contact? _____	

From _____	Former Employer (Name and Address of Employer)	Type of Business	Salary or Hourly Rate	Position	Reason for Leaving
To _____					
Duties Performed _____					
Supervisor's Name _____		Phone Number _____		May we contact? _____	

From _____	Former Employer (Name and Address of Employer)	Type of Business	Salary or Hourly Rate	Position	Reason for Leaving
To _____					
Duties Performed _____					
Supervisor's Name _____		Phone Number _____		May we contact? _____	

From _____	Former Employer (Name and Address of Employer)	Type of Business	Salary or Hourly Rate	Position	Reason for Leaving
To _____					
Duties Performed _____					
Supervisor's Name _____		Phone Number _____		May we contact? _____	

**REFERENCES** Give below the names of three professional references whom you have known at least one year.

Name	Address and Phone Number	Business	Years Acquainted, How Do You Know This Person?
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I hereby authorize Gust Family Enterprises, Inc., dba Ace Hardware to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Ace Hardware to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Ace Hardware. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Ace Hardware to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Ace Hardware at any time without prior notice for any reason.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_