

APPLICATION FOR EMPLOYMENT



Alpine Ace Hardware - Aspen
Ace Hardware of Carbondale
Ace Hardware of Clifton

Alpine Hardware of Colorado, LLLP is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Today's Date: _____

Position(s) Applying For: _____

Referral Source: Current Employee Friend / Relative Newspaper Walk-In

Website / Internet Other _____

Personal Information:

Name: _____
LAST FIRST MIDDLE

Physical Address: _____
NUMBER & STREET CITY STATE ZIP CODE

Mailing Address: Same as above _____
P.O BOX CITY STATE ZIP CODE

Telephone: (_____) _____ Email Address: _____
AREA CODE

General Employment Questionnaire:

1. Are you **under 16** years of age? Yes No
2. Have you filed an application at this location or any of its affiliates? Yes No If **yes**, date: _____
3. Have you been employed by this location or any of its affiliates? Yes No If **yes**, date: _____
4. Are you employed now? Yes No If **yes**, may we contact your present employer? Yes No
5. If hired, can you furnish proof you are legally entitled to work in the United States? Yes No

6. First day you are available to work? _____

7. Type of work you are applying for: Full Time Part Time Seasonal

8. Please indicate what shifts you **are available** to work by placing an "X" in the box.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning:							
Afternoon:							
Evening:							

9. Have you been convicted of a felony within the last 7 years? Yes No If **yes**, please explain below:
(CONVICTION WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT)

Education History:

	Name of Institute - City and State Located	Years Completed	Degree or Certificate	Subjects Studied
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
College / University		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+		
Trade School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+		

Employment History (List most recent first):

Company: _____		From: _____	To: _____
Address: _____		Pay Rate: \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Year
Telephone: (_____) _____	Position: _____		Duties: _____
Supervisor: _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company: _____		From: _____	To: _____
Address: _____		Pay Rate: \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Year
Telephone: (_____) _____	Position: _____		Duties: _____
Supervisor: _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company: _____		From: _____	To: _____
Address: _____		Pay Rate: \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Year
Telephone: (_____) _____	Position: _____		Duties: _____
Supervisor: _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company: _____		From: _____	To: _____
Address: _____		Pay Rate: \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Year
Telephone: (_____) _____	Position: _____		Duties: _____
Supervisor: _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Special Skills and Qualifications:

Computer Experience (Software and Hardware):	
Typing (Words per Minute): _____	Office equipment: <input type="checkbox"/> Printer <input type="checkbox"/> Copier <input type="checkbox"/> Scanner <input type="checkbox"/> Fax
Professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin): _____	
List hobbies, interests, and activities (You may exclude those which indicate race, color, religion, sex or national origin): _____	

References (who are not related to you and are not previous employees):

Name:	Address:	Telephone:	Email:

Company Specific Skills and Requirements:

All positions at Alpine Hardware of Colorado require the ability to follow directions, simple math, and measurement knowledge. The following section must be completed to be consider for the position you are applying for.

Addition: 4.98 58.32
 7.59 1.78 8.43
 + 0.98 + 56.97 + 42.21

A customer buys 2 screws. The total including tax comes to \$0.50. If the customer gives you \$10.00, how much change do you give the customer? _____

Subtraction: 1.49 119.87 4.98
 - 0.93 - 29.78 - 1.29

A customer wishes to purchase a case of paper towels. 1 roll costs \$0.75 and there are 24 rolls in a case, how much will the case cost? _____

Multiply: 17.59 9.87 12.98
 x 3 x 0.04 x 5

How many \$20.00 bills must you have to equal \$100.00? _____

Discounts: Determine the amount of discount to be given and then how much the customer will pay after discount (Round to the nearest penny).

The customers total is \$5.95 and he/she pays with a \$10.00 bill. What combination of coins and bills do you need to give back to the customer? _____

Regular Price: \$15.49 \$21.17

How many feet are in a yard? _____

10% Discount: _____

How many inches are in a foot? _____

Amount Due: _____

How many inches are in 1/3 of a yard? _____

If 1 bottle of soda costs 99 cents, how much will it cost with 5% tax added on? _____

How many square feet are in a house that measures 36' x 76' ? _____

It is okay to ignore a customer once in a while? True False

Most customers like to carry heavy purchases out themselves. True False

You were given a task to complete by your supervisor, but do not quite understand the directions, you: Ignore the task Ask for clarification Wing it

A customer asks you a question that you do not know the answer to, you: Pretend to know the answer Tell the customer you are not sure but will find an associate who can help

Applicant's Statement

I understand that this application is considered current for 90 days. If I want to be consider for employment after that time, I must renew my application in writing.

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. I further understand said background check may also involve the Company's obtaining an investigative consumer report on me which may cover such areas as my character, general reputation, and mode of living.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

SIGNATURE OF APPLICANT

DATE

For Company Use Only

Arrange Interview: Yes No Day: _____ Time: _____

Remarks: _____

Employed: Yes No Start Date: _____ Job Title: _____

Rate of Pay: \$ _____ Per Hour Year

NAME

TITLE

DATE