
OWENHOUSE ACE HARDWARE

AN EQUAL OPPORTUNITY EMPLOYER

This application form was designed for use by persons applying for various types of positions with Owenhouse Ace Hardware - clerical, sales, service and administrative. Please answer the questions to the best of your ability. All information will be treated confidentially.

APPLICATION FOR EMPLOYMENT

Please print or type

Date _____

Name _____

Street _____

City _____

e-mail _____

Home Phone _____

Work Phone _____

Cell Phone _____

How were you referred to us?
(Please circle one)

Newspaper Ad
Friend

School
Agency

On my own
Other

Name of referral source: _____

Indicate the position for which you are applying: _____

Do you have a regular driver's license? _____

What is your hourly salary requirement? _____

Date available for work: _____

Do you have any commitments to another employer which might affect your employment with us? _____

Are you available to work all shifts; including Saturday, Sunday and evenings? _____

Are you looking for part time or full time work? _____

Are you a student? _____

AGREEMENT (Please read the following statements carefully)

I hereby affirm that the information provided on this application (and resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, current employer (if applicable) and previous employers named in this application (and accompanying resume, if any) to provide Owenhouse Ace Hardware with any relevant information that may be required to arrive at an employment decision.

All job offers are conditional upon satisfactory completion of a background check which includes credit, driving, and criminal checks.

Signature _____

Date _____

Name of employer?	From	To
Address	Salary beginning	
City	Salary ending	
State	Zip Code	May we contact?
Phone		
Job Title		
Supervisor's name/title		
Reason for leaving		
Briefly describe the nature and duties of your position:		

Name of employer?	From	To
Address	Salary beginning	
City	Salary ending	
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Phone		
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Briefly describe the nature and duties of your position:		

OWENHOUSE CORE VALUES

Always be open minded

Change is inevitable at work and in our personal lives. At Owenhouse change occurs daily. We ask you to not only accept it, but to embrace it. In order to be the best we can be we need to constantly try new things. Some changes work and others don't, but we will continue to try. We encourage everyone at Owenhouse to share ideas to help us get better.

Communicate and listen

We are a busy store with a lot of different personalities. It is important that we communicate with each other on a daily basis. Leave signed notes, write an email, compose a song, whatever works for you is fine as long as it gets to the right people. We don't know what you want unless you tell us. At the same time, listen to your co-workers, they often have some good things to say. Use a note pad, scribble on your arm, take a picture, whatever works for you is fine as long as you remember.

Enjoy what you do

We have a unique opportunity to help people, and they appreciate it! We hope you enjoy your job and can say, "I get to go to work today!" not "I have to go to work today!" Life can be short so enjoy it! Enjoy your co-workers, enjoy your customers, and enjoy life. If you are not happy with your job, talk to us, maybe we can help.

Team Spirit

You see your co-workers almost as much as you see your family. Rally around each other and build each other up. Be committed to working your shifts as they are scheduled. We need to cover for others and they will cover for you. Avoid drama and bring out the best in people. Always be positive and proactive. Take a vested interest in the wellbeing of everyone around you. Always improve and share your ideas to make us better. In short, help each other out.

Engage the customer

Customer service is what sets Owenhouse apart from everyone else. It is our mission to provide the best service to all of our customers. Greet customers when you see them, thank them often and invite them back. Anticipate their needs and have an answer for their questions. Give them a basket, talk to them, give their dog a treat, do whatever it takes to make them feel like they are part of our family. Remember our customers are not here because of us, we are here because of them.

Above and beyond

Going above and beyond is all encompassing. When you are helping a co-worker lift an item, make sure they don't need help with something else. When you are helping a customer find a hammer, make sure they have the nails. When you are at a party and someone asks where you work, invite them to the store. Make someone's day whenever you can. Give people what they expect and then some. Most importantly, when you take the last cup of coffee from the break room, make another pot!

Make it fun

What's not fun about open minded people who communicate and listen who enjoy coming to work to be a part of a great team that gets to engage customers in ways that are far above what they expect?

Please read the Owenhouse Core Values.

Which Core Value do you relate to the most?

Why do you relate to this Core Value?
