

# Jabo's Hardware

## APPLICATION FOR EMPLOYMENT

- KELLER
- COPPELL
- WESTCLIFF

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

**Fill out the information below as thoroughly as possible to be considered.**

Position(s) Applied For: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Referral Source:  Advertisement  Friend  Relative  In-Store  Other: \_\_\_\_\_

Name: \_\_\_\_\_  
FIRST MIDDLE LAST

Address: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIPCODE

E-Mail: \_\_\_\_\_ Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Social Security \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Do you wish to work:  Full-Time  Part-Time  Seasonal Date Available: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
PLEASE INDICATE HOURS YOU ARE AVAILABLE TO WORK						

Check any skills that may apply:

<input type="checkbox"/> POS MACHINE <input type="checkbox"/> KEY CUTTING MACHINE <input type="checkbox"/> PAINT MIXING MACHINE <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING	<input type="checkbox"/> GARDEN CENTER <input type="checkbox"/> BUILDING/CONSTRUCTION <input type="checkbox"/> PERSONAL COMPUTER <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> SMALL ENGINE	<input type="checkbox"/> List Other Skills: _____
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ANSWER EVERY QUESTION	
<input type="radio"/> YES <input type="radio"/> NO	If employed and you are 18, can you furnish a work permit?
<input type="radio"/> YES <input type="radio"/> NO	Have you filed an application at Jabo's Ace before?
<input type="radio"/> YES <input type="radio"/> NO	Have you ever been employed at Jabo's Ace?
<input type="radio"/> YES <input type="radio"/> NO	Are you employed now?
<input type="radio"/> YES <input type="radio"/> NO	May we contact your present employer?
<input type="radio"/> YES <input type="radio"/> NO	If hired, can you furnish proof you are legally entitled to work in the US?
<input type="radio"/> YES <input type="radio"/> NO	Can you travel if the job requires?
<input type="radio"/> YES <input type="radio"/> NO	Have you been convicted of a felony within the last 7 years?

### EDUCATION

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	MAJOR COURSE(S)	GRADUATED OR DEGREE
HIGH SCHOOL			<input type="radio"/> YES <input type="radio"/> NO
COLLEGE			LIST DEGREE
GRAD SCHOOL			
OTHER			

### EMPLOYMENT HISTORY

List all previous jobs that may be relevant from latest to first. If you are now working, present employer and reason for desire to quit must be included. Also please give reason for any lapse of time between jobs.

EMPLOYER (LATEST FIRST)	DATES EMPLOYED	EARNINGS HISTORY	TITLE AND DUTIES	REASON FOR LEAVING
NAME	FROM	START		
ADDRESS	TO	FINAL		
TELEPHONE	SUPERVISOR			
NAME	FROM	START		
ADDRESS	TO	FINAL		
TELEPHONE	SUPERVISOR			
NAME	FROM	START		
ADDRESS	TO	FINAL		
TELEPHONE	SUPERVISOR			

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APPLICANTS NAME: \_\_\_\_\_

<b>PERSONAL REFERENCES</b>			
Give the name, address, telephone number and relation of three references who are not related to you and are not previous employers			
NAME	ADDRESS	PHONE NUMBER	RELATION

<b>SKILLS &amp; QUALIFICATIONS</b>	Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

<b>EXTRA INFORMATION</b>	State any additional information you feel may be helpful to us in considering your application. <i>You may use this space to list more of your Employment History.</i>

**Applicant's Statement**

*I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application online. I certify that my answers given herein are true and completed to the best of my knowledge. I authorize investigation of all my 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 Jabo's Ace Hardware 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 Jabo's Ace Hardware. By submitting this application I agree to every statement above.*

X: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
SIGNATURE OF APPLICANT

<b>FOR BACK OFFICE AND INTERVIEW USE ONLY</b>			
Arranged Interview: <input type="radio"/> YES <input type="radio"/> NO	Date of Interview: ____ / ____ / ____	Time: _____	
Interview Remarks: _____		Hired: <input type="radio"/> YES <input type="radio"/> NO	
Start Date: ____ / ____ / ____	Job Title: _____	Hourly Rate/Salary: _____	
Interviewing Manager: _____		Signature: _____	