



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	Reason for Leaving	
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 (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 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 our 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:  Yes  No Date: \_\_\_\_\_