APPLICATION FOR EMPLOYMENT

Miller's Ace Hardware

4275 Washington Rd.
McMurray, PA 15317
Phone: 724-941-7970
Fax: 724-941-5895

3400 South Park Rd.
Bethel Park, PA 15102
Phone: 412-835-4119
Fax: 412-835-8276

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.

(PLEASE PRINT) Date of Application _____

Position(s) Applied For _____

Referral Source: ❑ Advertisement ❑ Friend ❑ Relative ❑ Walk-In ❑ Employment Agency ❑ Other _____

Name _____ (Last / First / Middle)

Address _____ (Number Street / City / State / Zip Code)

Telephone (Area Code) _____ Social Security Number _____

If employed and you are under 18, can you furnish a work permit? ❑ Yes ❑ No

Fold Here

Have you filed an application here before? ❑ Yes ❑ No If yes, give date _____

Have you ever been employed here before? ❑ Yes ❑ No If yes, give date _____

Are you employed now? ❑ Yes ❑ No May we contact your present employer? ❑ Yes ❑ No

If hired, can you furnish proof you are legally entitled to work in the United States? ❑ Yes ❑ No

On what date would you be available to work? _____

Are you available to work ❑ Full Time ❑ Part-Time ❑ Shift Work ❑ Temporary

Can you travel if a job requires it? ❑ Yes ❑ No

Have you been convicted of a felony within the last 7 years? ❑ Yes ❑ No

If yes, please explain _____
(Conviction will not necessarily disqualify applicant from employment.)

PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name and Occupation	Address	Phone Number

EDUCATION	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

If you need additional space, please continue on a separate sheet of paper.

Continued On Other Side

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

_____

_____

_____

_____

EMPLOYMENT HISTORY

Employer	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

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		Starting	Final	
Supervisor				
Reason for Leaving				

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 in writing.

I certify that 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 and general reputation.

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 Personnel Department Use Only

Arrange Interview ☐ Yes ☐ No _____ _____

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____ Hourly Rate/Salary _____

Job Title _____ Department _____ By _____ Name and Title _____ Date