



**Ace on The FAX**  
 7100 E. Colfax Ave  
 Denver, CO 80220  
 (720) 484-8585  
[jobs@aceonthefax.com](mailto:jobs@aceonthefax.com)

**EQUAL OPPORTUNITY EMPLOYER**

Ace on The FAX appreciates your interest in our company as a place of employment. We are committed to being an employer of choice, not just a good place to work, but a great place to work. To that end, we strive to recruit and maintain a workforce that meaningfully represents the diverse and culturally rich communities that we serve. In addition, it is the policy of Ace on The FAX to provide equal opportunity for employment to all qualified employees and applicants, regardless of race, religion, religious affiliation, ancestry, marital status, familial status, sexual orientation, color, creed, national origin, sex, age, disability, or veteran status. This policy applies to all areas of employment including recruitment, placement, training, transfer, promotion, termination, pay, and other forms of compensation and benefits. Ace on The Fax will comply with their legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

Applicant Information													
Full Name:						Date:		mm / dd / yyyy					
<i>Last</i>			<i>First</i>			<i>M.I.</i>							
Address:													
<i>Street Address</i>						<i>Apartment/Unit #</i>							
						<i>City</i>		<i>State</i>		<i>ZIP Code</i>			
Phone:						E-mail Address:							
Date Available:						Desired Salary:				\$			
Position Applied for:													
Please indicate hours you are available:													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Are you a citizen of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been convicted of a felony?				YES <input type="checkbox"/>	NO <input type="checkbox"/>								
If yes, explain:													
Are you at least 18 years of age?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you at least 16 (part-time applicants)?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever applied for employment at Ace Hardware? (Ace on The Fax, Ace Hardware Corp or any Ace Hardware Store)				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when/where?							
Have you ever worked for Ace Hardware? (Ace on The Fax, Ace Hardware Corp or any Ace Hardware Store)				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when/where?							
Are any of your relatives or members of your household employed by Ace Hardware? (Ace on The Fax, Ace Hardware Corp or any Ace Hardware Store)				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, name(s) relationship(s)?							
How were you referred to the position for which you are applying?													
<input type="checkbox"/> Employee Referral (Name):					<input type="checkbox"/> Internet Job Posting at:								
<input type="checkbox"/> Print/Newspaper Ad:					<input type="checkbox"/> Self Referral								
<input type="checkbox"/> Other (please specify):													

### Previous Employment

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

### Education

<b>High School/Equivalent:</b>	Address:
Years Completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> GED <input type="checkbox"/>
<b>Vocational:</b>	Address:
Years Completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree/Certificate:
Major/Field of Study:	
<b>College:</b>	Address:
Years Completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree/Certificate:
Major/Field of Study:	
<b>Graduate School:</b>	Address:
Years Completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree/Certificate:
Major/Field of Study:	

### Additional Skills or Training

- |   |   |
|---|---|
| <input type="checkbox"/> Retail Sales<br><input type="checkbox"/> Point of Sale Workstation / Cash Register<br><input type="checkbox"/> Activant / Epicor Eagle Software<br><input type="checkbox"/> Inventory Management<br><input type="checkbox"/> Key Cutting Machine<br><input type="checkbox"/> Small Engine/Outdoor Power Equipment Repair | <input type="checkbox"/> Paint Mixing Equipment<br><input type="checkbox"/> Plumbing<br><input type="checkbox"/> Electrical<br><input type="checkbox"/> Nursery / Live Goods<br><input type="checkbox"/> Equipment Rental / Service<br><input type="checkbox"/> Building Construction |
|---|---|

Other Skills Explain:

### Military Service

Branch:		From:		To:	
Rank at Discharge:		Type of Discharge:			
If other than honorable, explain:					

### Disclaimer and Signature

**I UNDERSTAND AND AGREE THAT:**

The information I have provided on this Application for Employment and information contained in any other documents I have submitted in connection with this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my Application for Employment, resume, or any other materials, or during any interview can be justification of refusal of employment, or, if employed, termination from Ace on The FAX.

Any offer of employment I may receive from Ace on The FAX is contingent upon my successful completion of the company's screening process, including the company's receiving references that it considers satisfactory. I agree to provide Ace on The FAX my Social Security Number upon request to facilitate the company's screening process and to complete employment records. In connection with this Application for Employment, I authorize Ace on The FAX to obtain verification of my educational background, reports pertaining to my previous work experience, and (if any) military record. I hereby release from liability all persons or entities supplying or collecting information authorized in this paragraph. If hired, a further condition of employment, required by the Immigration Reform and Control Act of 1986 (IRCA), is that I provide satisfactory proof of legal authorization to work in the United States, and that I confirm that I am able to provide such proof.

Finally, I understand and agree that, if hired, my employment is for no definite period and my status will be that of an employee-at-will, meaning that either I or Ace on The FAX may terminate our relationship at any time, for any reason, or for no reason, and without prior notice. I understand that nothing in this Employment Application is intended to create or creates any contractual obligation on the part of Ace on The FAX.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If submitted electronically applicant must sign and date the application at time of interview and prior to employment.