



PLEASE FILL OUT

Date of Application: _____ Position Applied For: _____

What Location Are You Applying To? Franklin South Milwaukee Germantown

How Did You Learn About This Position? Web Site
 Walk-In Current Employee 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?
Are you legally authorized to work in the United States?
Have you been convicted of a felony within the last 7 years?
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?
If yes, when: _____ Where: _____
Do you have any relative employed by our company?
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: _____

Table with 7 columns: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. Row for indicating available hours.

Wages desired: \$ _____ per _____ Hours per week: _____
Can you travel if you job requires it? Yes No

SKILLS & EXPERIENCE

- (Check all that apply)
 Electrical Plumbing Paint color matching Building construction Key cutting machine Lock servicing Propane fill certification Garden center / horticulture Fluency in Foreign Languages: _____
 Merchandising / building retail displays Blade sharpening Screen repair Point-of-sale terminal / cashiering Microsoft Word and Excel Intuit Quickbooks Commercial drivers license (CDL) Forklift certification Barbecue / cooking / culinary

List any other relevant qualifications you have that can be a benefit in this position: _____

EDUCATION

	Name and Location	Years Completed	Type of Degree & Graduation date	Major/s
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? Yes No

Employer (Latest first)	Dates Employed	Salary History	Position, Duties and Responsibilities	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: Yes 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?

