



APPLICATION FOR EMPLOYMENT

LOCATION APPLYING TO: ___ FRANKLIN ___ WAUWATOSA ___ ST. FRANCIS

GENERAL INFORMATION

Last Name First Middle			Date of Application			
Street Address			Home Telephone ()			
City, State, Zip Code			Work Telephone ()			
Position Desired	Date Available	Salary Desired	Social Security Number			

Type of Employment Desired ☐ Full Time ☐ Part Time ☐ Temporary

Hours Appling For _____ Position Appling For _____

Please indicate hours you are available to work each day: (example 7am – 9 pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Other contact for messages Name _____ Phone (____) _____

In the event of an emergency notify Name _____ Phone (____) _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Proof of U.S. citizenship or immigration status will be required upon employment.

Have you ever applied to this company before? ☐ Yes ☐ No If so, When? _____

Have you ever been employed by this company or any affiliates? ☐ Yes ☐ No If yes, please complete the following.

Location _____

Supervisor _____

Does this company now employ any of your relatives? ☐ Yes ☐ No If yes, please state.

Name _____ Position _____ Relationship _____



How were you informed of the available position?

☐ Walk-In ☐ Referred ☐ Advertisement ☐ Private Employment Agency

SKILLS & EXPERIENCE

(Check All That Apply)

- | | |
|--|--|
| ☐ Electrical | ☐ Blade Sharpening |
| ☐ Plumbing | ☐ Screen Repair |
| ☐ Paint Color Matching | ☐ Point-of-Sale Terminal / Cashiering |
| ☐ Building Construction | ☐ Microsoft Word and Excel |
| ☐ Key Cutting Machine | ☐ Intuit QuickBooks |
| ☐ Lock Servicing | ☐ Commercial Driver's License (CDL) |
| ☐ Propane Fill Certification | ☐ Forklift Certification |
| ☐ Garden Center/Horticulture | ☐ Barbecue / Cooking / Culinary |
| ☐ Merchandising / Building retail Display | |

QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):



EDUCATION					
Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School Please circle which applies 9 10 11 12 Grade					
Business, Trade or Technical					
College					
Other					
Scholastic Achievements, Awards or Recognitions:					



EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below. Please use the "Employment History Continuation Sheet" if additional space is needed.

(1) Present/Most Recent Employer Telephone		Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment ☐ Full Time ☐ Part Time ☐ Temporary ☐ Other		Hourly Rate/Salary		
		Final		
Reason for leaving or why you are considering leaving?		\$	per	
If currently employed, may we contact you for reference? ☐ Yes ☐ No				
(2) Next Previous Employer Telephone		Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment ☐ Full Time ☐ Part Time ☐ Temporary ☐ Other		Hourly Rate		
		Final		
Reason for leaving?		\$	per	
(3) Next Previous Employer Telephone		Dates Employed		
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment ☐ Full Time ☐ Part Time ☐ Temporary ☐ Other		Hourly Rate		
		Final		
Reason for leaving?		\$	per	



OTHER INFORMATION

Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under federal or state law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar authority. (A yes response will not necessarily disqualify you from employment.)

☐ Yes ☐ No

If checked yes, please explain below.

PLEASE REVIEW THE APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE MANAGER BEFORE SIGNING.

I understand that employment by Ace Hardware is “at will.” This means that the employment relationship can be ended by me or by Ace Hardware at any time for any reason with or without advanced notice and with or without cause. It also means that the company may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the company to continue to employ me in the future or for any specific term.

If employed by Ace Hardware, I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions necessary: overtime, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any mistake or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____

Date _____



PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: _____ Yes ___ No

Comments:

Interviewer: _____ Date: _____

Employed: _____ Yes _____ No Date: _____

Store Location (s): _____

90 Day Trial _____ Yes _____ No Hourly Rate/ Salary: _____

Hourly Rate / Salary After 90 Day Trail: _____

Job Title: _____ Department: _____

Benefits Class: Manager Full-Time Part- Time

Completed by: _____