



Office Use:

Employment Application *Please Print Plainly*

- 1. Full Name: _____ Today's Date: ____/____/____
- 2. Address: _____ City, State, ZIP: _____
- 3. Your Home Phone: _____ Other Phone Number: _____
- 4. Are you interested in: Full time (only) Regular Part Time (only) No Preference
- 5. Generally, when (Days and Hours) are you available to work? I am available any Days/Hours or
▪ *Tell us when:* _____
- 6. Are you now 21-years old or older? YES NO If NO, What is your Birth Date? ____/____/____
- 7. If a Job Offer is made, on what date will you be available to start work? ____/____/____
▪ Does this involve working out a *Notice* at your job? YES NO How much notice? __Weeks
- 8. What position (cashier, clerk, etc.) at which E&H Ace Hardware location are you applying for? NO preference or
▪ *I would prefer:* _____
▪ *Why?* _____
- 9. Can you perform the essential job functions, with or without accommodation, of the position(s) you listed above?
 YES NO
- 10. Are you a Student? YES NO If YES, where and what year? _____
- 11. Have you ever been convicted of a crime (other than a minor traffic offense)? YES NO
▪ *If YES, give details including the crime, the court, and the date of your conviction. You may omit information about any convictions that have been expunged** _____

Education and Other Training

- 12. What is the highest level of schooling you have completed? _____
- 13. Are you planning additional education? YES NO If YES, describe: _____
- 14. If now enrolled in a Voc-Education Program, describe your work program and its 'early-out' schedule.
▪ _____
- 15. Describe your Military Service (if any) and any specific skill training you received.
▪ _____
- 16. Describe any other specialized training, instruction, or practical experience you may have acquired.
▪ _____
▪ _____
- 17. Describe your hobbies or primary outside interests (do not include any organizations whose name may suggest race, creed, color, religion, age, disability, or ethnic origin or ancestry of its members).
▪ _____
▪ _____

(Now Over)

* Disclosure of a conviction does not automatically disqualify an applicant from consideration for employment. The facts and circumstances, including the date and nature of the crime, will be considered.

Employment History

18. Are you currently working? YES NO If YES, is your job Full Time or Part Time?

19. Approximately how many hours do you/ did you work in a typical workweek? _____

20. Describe your current (or most recent) work experience in the space provided.

Dates Employed	Employer's Name, Street Address, City, State & ZIP	Rate of Pay	Supervisor's Name, Title, & Phone Number
FROM		Entry	
TO		Current	

- Describe your job: _____
- If not working, why did you leave this job? _____
- If working, why are you applying for a job? _____
- May we call this employer for a recommendation? YES NO Phone: _____

21: Former Employers (Work Experiences); List most recent first.

Dates Employed	Employer's Name, Street Address, City, State & ZIP	Reasons for Leaving	Supervisor's Name, Title, & Phone Number	OK to call?
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

Personal References

22: List three personal references we may call. *DO NOT* include your relatives or the employers named above.

Full Name	Address: Street, City, State & ZIP	Area Code & Phone Number

"I hereby certify that the facts set forth in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I agree that any misrepresentation or concealment of a material fact may cause E&H Hardware to disqualify me from further consideration for employment, and if hired and discovered at a later date may cause me to be discharged. I authorize the employers and individuals listed above to give E&H Hardware or its agent any and all information concerning my previous employment, work habits, or personal behavior, and I release E&H Hardware and these employers or individuals from all liability for any damages whatsoever in giving this information. I understand that nothing in this *Employment Application* or in any of my communications or conversations with anyone at E&H Hardware is intended to create an employment contract between E&H Hardware and me. I also understand that if hired, I reserve the right to terminate my employment at any time for any reason, and E&H Hardware reserves a similar right."

X _____
Your Signature, Please Sign

Today's Date

E&H Hardware is an equal opportunity employer. Information recorded on this application is considered confidential. Your Application for Employment will be considered for six months from the date it was completed. Thank you.