



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?  Yes  No  
Are you legally authorized to work in the United States?  Yes  No  
(Proof of eligibility will be required upon employment)  
Have you been convicted of a felony within the last 7 years?  Yes  No  
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?  Yes  No  
If yes, when: \_\_\_\_\_ Where: \_\_\_\_\_  
Do you have any relative employed by our company?  Yes  No  
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: \_\_\_\_\_

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

Table with 7 columns: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. Each cell is empty for input.

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?

