



PLEASE FILL OUT

Date of Application: _____ Position Applied For: _____

What Location Are You Applying To? Franklin South Milwaukee Germantown Wauwatosa

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

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? |

