

ACE Hardware @ Cedar Park

Employment Application Form

Personal Information

Full Name _____ SS # _____ Telephone # _____
Address _____ City, State _____ Zip _____

Employment Desired

Position/s applying for: 1. _____ 2. _____

Date you can begin: _____ Salary Desired _____

Are you currently employed? Yes No

If yes, may we contact employer? Yes No

Employment Sought: Full Time Part Time

Can you, at the time of employment, submit verification of your legal right to work in the United States? Yes No

Education

High School _____ Location _____ Graduate? Yes No

College _____ Location _____ Graduate? Yes No

Major _____

College _____ Location _____ Graduate? Yes No

Major _____

Trade/Business/Graduate School _____ Location _____

Graduate? Yes No

Major _____

Please Answer

Why are you interested in becoming an employee with Ace Hardware? _____

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What are your career goals? _____

Where did you get the information about the position? _____

Employment History — *list most recent first*

Company Name _____ Supervisor _____ Last Position _____

Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____

Reason for Leaving _____

Company Name _____ Supervisor _____ Last Position _____

Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____

Reason for Leaving _____

Company Name _____ Supervisor _____ Last Position _____

Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____

Reason for Leaving _____

Company Name _____ Supervisor _____ Last Position _____

Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____

Reason for Leaving _____

References — list 3 individuals [not related to you] who are familiar with your work-related skills

Name	Name of Company	Company Address	Telephone No.	Years Acquainted

Employment Policies and Release Form

There are a number of Ace Hardware @ Cedar Park policies that an applicant needs to know about and agree to before being employed. There also are a number of activities that Ace Hardware @ Cedar Park may want to instigate as part of the review and investigation of the appropriate background information on an applicant. The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted.

We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

Policies

Among the policies that have been adopted at Ace Hardware @ Cedar Park are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed at Ace Hardware @ Cedar Park.

1. This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.
2. Ace Hardware @ Cedar Park is a drug and alcohol free-workplace. To ensure worker safety and integrity of the workplace, Ace Hardware @ Cedar Park prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with Ace Hardware @ Cedar Park. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.
3. Smoking is not permitted inside the building at Ace Hardware @ Cedar Park. For the safety and health of its employees, Ace Hardware @ Cedar Park is committed to a smoke-free building.
4. Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice
5. An offer of employment must originate from the [PERSONNEL DIRECTOR] of Ace Hardware @ Cedar Park.

Background Review Activities

Ace Hardware @ Cedar Park may conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. Persons convicted of specific crimes may not hold certain positions at this company. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize Ace Hardware @ Cedar Park to undertake a criminal records check with state police officials.

2. You authorize Ace Hardware @ Cedar Park to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.
3. You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.
4. You understand that an offer of employment must originate from [the PERSONNELDIRECTOR] of Ace Hardware @ Cedar Park.

In closing, we ask that you read [and complete where needed] the remaining three [3] statements and that your signature on this Release Form indicates you understand each.

1. I have read and understand the job description for the position of _____ as approved on the date of _____ .
2. I understand that misrepresentation or omission of facts herein is cause for termination, if employed.
3. I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.
 - a.
 - b.

Signature

Date