



Ellsworth ACE Hardware Location

5221 S Ellsworth Rd, Mesa, AZ, 85212

Application for Employment

Date of Application: _____

Position(s) applied for: _____

Date available to start: _____ Desired Pay: _____

Employment Desired: ☐ Full Time ☐ Part Time ☐ Seasonal ☐ Temporary ☐ Anytime

Are you willing to work any shift? ☐ Yes ☐ No, Times: _____

Can you travel if a job requires it? ☐ Yes ☐ No

Referral Source: ☐ Walk-in ☐ Relative ☐ Friend ☐ Advertisement ☐ Other

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Social Security # (SSN) _____ - -

Mobile Phone # () _____ Home Phone # () _____

Email Address: _____ Birth Date: _____

If employed and you are under 18, can you furnish a work permit? _____

Have you filed an application here before? ☐ Yes, when? _____ ☐ No

Have you ever been employed here before? ☐ Yes, when? _____ ☐ No

Are you employed now? ☐ Yes, Where? _____ ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

To assist us in complying with the Immigration Reform and Control Act of 1986, please CHECK all of the following documents which you have proving your right to work in the United States:

- | | | |
|---|--|--|
| <input type="checkbox"/> U.S. Passport | <input type="checkbox"/> U.S. Birth Certificate | <input type="checkbox"/> Certificate of Naturalization |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Certificate of U.S. Citizenship | <input type="checkbox"/> Drivers License |
| <input type="checkbox"/> U.S. Military Card | <input type="checkbox"/> Other Documents (list) _____ | |

(Proof of Citizenship or Immigration status is required upon employment)

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No (Previous Convictions will not necessarily applicant from consideration for employment)

If Yes, please list convictions and dispositions, dates and places: _____

AN EQUAL OPPORTUNITY EMPLOYER M/F/VIH

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

WORK HISTORY

Start with your present or most recent employment. Use separate sheet if necessary.
Include military service assignments and volunteer activities.

Current Employment:		
Job Title:	Start Date:	End Date:
Job Duties:	Telephone #	Supervisor:
Address:	City/State/Zip	
Job Duties:		
Reason for Leaving:	Starting Pay/Salary:	Final Pay/Salary:

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

Previous Employment:		
Job Title:	Start Date:	End Date:
Job Duties:	Telephone #	Supervisor:
Address:	City/State/Zip	
Job Duties:		
Reason for Leaving:	Starting Pay/Salary:	Final Pay/Salary:

Previous Employment:		
Job Title:	Start Date:	End Date:
Job Duties:	Telephone #	Supervisor:
Address:	City/State/Zip	
Job Duties:		
Reason for Leaving:	Starting Pay/Salary:	Final Pay/Salary:

Previous Employment:		
Job Title:	Start Date:	End Date:
Job Duties:	Telephone #	Supervisor:
Address:	City/State/Zip	
Job Duties:		
Reason for Leaving:	Starting Pay/Salary:	Final Pay/Salary:

If you need additional space, please continue on a separate sheet of paper.

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	DESCRIBE SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS & EXTRA-CURRICULAR ACTIVITIES	YEARS COMPLETED	DIPLOMA/ DEGREE
HIGH SCHOOL				
COLLEGE/ UNIVERSITY				
PROFESSIONAL OR GRADUATE				

SPECIAL SKILLS AND QUALIFICATIONS

SKILLS:

- Strong Communication
 - Active Listening
 - Customer Service
 - Building Customer Loyalty
 - Customer Assistance
 - Problem Solving
 - Product Knowledge
 - Locating Merchandise
 - Inventory Management
 - Loss Prevention
 - Attention to Detail
 - Detail-Oriented
- Computer Skills
 - Flexibility & Adaptable
 - Dependability
 - Motivation
 - Prioritization
 - Store/Department Organization
 - Team Work & Team Cooperation
 - Time Management
 - Retail Merchandising
 - Decision Making
 - Cleaning Duties/ Cleanliness Standards
 - Basic Mathematics
 - Sales and Promotions
- Friendly and Helpful
 - Creative Thinking
 - Goal-Driven
 - Interpersonal Skills
 - Follows Store Policies & Procedures
 - Multitask
 - Safety Procedures
 - Dispute Mediation

SUMMARY:

Hardworking, motivated, committed job seeker who is skilled at working under pressure, having to adapt in new situations and challenges to best enhance themselves and the ACE brand. With a history of meeting needs of consistent, organized practices & skills, applying time management, in various environments and situations. Devoting to give each customer a positive and memorable experience. One who intends to develop a professional work experience, taking online learning enhancement courses becoming well around in all departments.

LIST ANY ADDITIONAL SKILLS OR QUALIFICATIONS:

Equipment: _____

Computers: _____

Other: _____

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the answers given herein are true and completed and that the information contained in the application for employment is accurate. I further authorize the company to make any lawful inquiries and/or investigations necessary to verify this information including contacting present and prior employers to obtain information related to my past work experience and performance.

In the event that I am made an offer of employment with Ellsworth Ace Hardware, upon accepting, but before the offer is finalized, I will at the request of Ellsworth Ace Hardware, agree to an EMPLOYMENT PHYSICAL, DRUG TEST and BACK GROUND CHECK. I realize that the request for such testing is at the sole discretion of Ellsworth Ace Hardware. If the findings of the examination determine that I am incapable of physically performing all the duties and responsibilities associated with the new position, or if the drug test results are positive, the offer of employment will be rescinded. All specific details related to the physical examination and drug test will be held in strict confidence by Ellsworth Ace Hardware.

I understand that any offer of employment is contingent upon my providing proof of identity and eligibility to work in the United States according to the Immigration Reform and Control Act of 1986 as amended. I understand that any false or misleading answer, statement or implications made by me on this application, interview or any other required document will be considered sufficient cause for denial of employment or, upon discovery of such, termination of my employment. I hereby give Ellsworth Ace Hardware the right to make a thorough investigation of my past employment and education. Also, I hereby release Artie's Ace Hardware, it's officers and employees and all persons, companies and corporations from any and all liability for providing such information. In consideration of my employment, I agree to abide by the rules, regulations and policies of Ellsworth Ace Hardware. I further understand that nothing contained in this employment application or in the granting of an interview shall be construed as either an offer of employment or an employment contract between Ellsworth Ace Hardware and myself for either employment or for providing any benefit. I also understand any promises, guarantees or offers of employment are not binding upon Artie's Ace Hardware unless made in writing and that no employee of Ellsworth Ace Hardware has any authority to make verbal promises or enter into any verbal employment agreement for any specific period of time, or to make any agreement contrary to the foregoing.

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing. I further understand and acknowledge that if I am hired I will be required to purchase incidental equipment and/or clothing to fulfill my job responsibilities.

Signature of applicant: _____ Date: _____

SECURITY NOTICE

Because of the nature and value of the Companies products, Ellsworth Ace Hardware must hire only those applicants who can qualify for positions of great trust. You have applied for such a position.

Regular employment procedures require that you successfully complete all phases of the pre-employment screening process. The process will include, but not be limited to, a written honesty test and a comprehensive background investigation. Consistent with applicable law, a pre-employment medical examination (including but not limited to drug testing) will be required if a conditional offer of employment is made to you.

As explained in the "Applicant's Certification" section of this application, a background investigation pertaining to you, including an investigation consumer report with information as to your character, personal characteristics, and mode of living may be obtained. Depending upon the position applied for, a criminal or civil records search, a driving convictions report, or other reports may be required. Upon your written request, additional disclosure will be made concerning the complete nature and scope of this investigation. Please sign below to acknowledge your receipt of this notice.

Signature of applicant: _____ Date: _____

Signature of manager: _____ Date: _____

For Personal Department Only

Arrange Interview: ☐ Yes ☐ No Management Interviewer: _____ Date: _____

Remarks: _____ Employed: ☐ Yes ☐ No Job Title: _____

_____ Salary/Hourly Rate: _____

_____ Date of Employment: _____

_____ Department: _____

Comments: