

PRE-APPLICATION INFORMATION

PLEASE READ THIS BEFORE FILLING OUT APPLICATION

Thank you for considering joining our Ziegler's Ace Team. To save your time and ours, please read this page before filling out the attached application.

Our store hours vary by location, so please ask the store manager for the hours at the location where you are applying for employment.

Ziegler's Ace Hardware is a drug-free, tobacco-free workplace.

Our customer's require our ACE TEAM members to provide "Legendary Customer Service." To accomplish this goal, our ACE TEAM members must:

- Be friendly, courteous and outgoing.
- Follow high professional grooming standards in dress and hygiene everyday.
- Be flexible in their weekly work schedules and be happy to work weekends.
- Have a command of the English language, both written and oral.
- Be able to compute basic math functions.
- Be able to provide reliable personal transportation.
- Be punctual in arriving to work and returning from lunch.
- Agree to a Background Check including court records. A credit check will be made on applicants over 18 years of age that are hired to do cash handling. You will be asked to sign a release form allowing Ace Hardware permission to perform these checks.

Still interested? If you are, we would like you to fill out the Employment Application and return it to the Courtesy Desk at any Ziegler's Ace Hardware. **Please remove this sheet... it is yours to keep.**

ACE HARDWARE IS A
NON SMOKING COMPANY



APPLICATION FOR EMPLOYMENT

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.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In

Employment Agency Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone (_____) _____ Social Security Number _____
Area Code

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

If hired, can you furnish proof you are legally
entitled to work in the United States? Yes No

On what date would you be available to work? _____

Are you available to work Full Time Part-Time Shift Work Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain _____

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. All information should be completed and reasons for any time lapse should be noted.

1	Employer	Telephone	Dates Employed		WORK PERFORMED
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor				
	Reason for Leaving				
2	Employer	Telephone	Dates Employed		WORK PERFORMED
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor				
	Reason for Leaving				
3	Employer	Telephone	Dates Employed		WORK PERFORMED
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor				
	Reason for Leaving				
4	Employer	Telephone	Dates Employed		WORK PERFORMED
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor				
	Reason for Leaving				
5	Employer	Telephone	Dates Employed		WORK PERFORMED
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor				
	Reason for Leaving				

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

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

Veteran of the U.S. Military Service? Yes No If Yes, Branch _____

List professional, trade, business, or civic activities and offices held.
(You may exclude those which indicate race, color, religion, sex, or national origin): _____

Give name, address, and telephone number of three references who are not related to you and are not previous employees.

EDUCATION

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

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 certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

For Personnel Department Use Only

Arrange Interview? Yes No

Remarks: _____

Interviewer

Date

Employed? Yes No Full-time Part-time Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

Name and Title

Date