



APPLICATION FOR EMPLOYMENT

Jefferson Ace Hardware
403 W Head St
Jefferson, IA 50129
Ph 515-386-3215

Please send your completed application to
Andy Harland at owner@harlandinc.com.

Date _____ Position Applied For _____

Referral Source: Advertisement Walk-In Sign in Store Web Site
 Relative Ace Employee

Name: First _____ Middle _____ Last _____

Address: _____
(Number) (Street) (City) (State) (Zip)

Cell Phone _____ Landline Phone _____

Are you at least 16 years of age? Yes No; 18 years of age? Yes No;
21 years of age? Yes No

Are you able to perform the essential functions of the job for which you applied, with or
without reasonable accommodations? Yes No

Have you filed an employment application here before? Yes No Give date _____

Have you been employed here before? Yes No Give date _____

Do you have any friends or relatives currently working for an Ace Hardware store?
 Yes No If so, give name and location _____

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

Availability for work: Full Time Part-Time

On what date would you be available to work? _____

Can you travel if the job requires it? Yes No

Have you ever been convicted of a crime other than a routine traffic violation? Yes No

If yes, complete the following: Felony Misdemeanor

Dates and circumstances _____

Education

	High School	College/University	Graduate/ Professional	Continuing Education
School Name				
City, St. Located				
Years Completed (circle)	9 10 11 12	1 2 3 4 5	1 2 3 4	1 2 3
Diploma/Degree				
Earned GPA				
Course of Study				
Describe honors received, extracurricular activities, etc.				

SPECIAL SKILLS, QUALIFICATIONS, and EXPERIENCES

List equipment, machinery, special skills and qualifications acquired from past employment experience. _____

List applicable professional, technical licenses, or certifications received. _____

List professional, business or civic activities, accomplishments, and offices held.

REFERENCES

Give name, address, and telephone of two references who are not related to you.

Name: _____ Name: _____

Address: _____ Address: _____

City, St, Zip _____ City, St, Zip _____

Phone _____ Phone _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include military assignments.

1.

Past Employer	Telephone	Date Began	Date Ended
Address	Supervisor	Wage/Salary Start	Wage/Salary End
City, St			
Work Performed	Reason for Leaving		

2.

Past Employer	Telephone	Date Began	Date Ended
Address	Supervisor	Wage/Salary Start	Wage/Salary End
City, St			
Work Performed	Reason for Leaving		

3.

Past Employer	Telephone	Date Began	Date Ended
Address	Supervisor	Wage/Salary Start	Wage/Salary End
City, St			
Work Performed	Reason for Leaving		

4.

Past Employer	Telephone	Date Began	Date Ended
Address	Supervisor	Wage/Salary Start	Wage/Salary End
City, St			
Work Performed	Reason for Leaving		

APPLICANT'S STATEMENT

Jefferson Ace Hardware is an equal opportunity employer. Applicants are considered 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.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed three months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time and should renew their application in writing.

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 employer.

In the event of employment, I understand that I must complete the Employment Eligibility Verification Form I-9.

I understand that if hired by Jefferson Ace Hardware, my employment is **at will** and may be severed by either party at any time with or without cause. I understand that neither this document nor an offer of employment from Jefferson Ace Hardware constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

Applicant's Signature

Date