



## APPLICATION FOR EMPLOYMENT

**Harland Ace Hardware**  
**1305 141<sup>st</sup> St**  
**Perry, IA 50220**  
**Ph 515-465-2177**  
**mgrperry@harlandinc.com**

Harland 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.

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 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**

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 Harland 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 Harland 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