



Key-Aid Ace Hardware

1739 West Main Street
Ephrata, PA 17522
(717) 738-4241

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Social Security#: _____ Date Available: _____ Full Time Part Time Hours per week _____

Please indicate the hours you are available to work each day:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you a citizen of the United States? YES NO
 If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Ace Hardware? YES NO
 If yes, when? _____

Have you ever been convicted of a felony? YES NO
 If yes, please explain _____

Education

High School: _____ Skills or Training: _____

From: _____ To: _____ Did you graduate? YES NO Activities/Interests: _____

College: _____ Skills or Training: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Skills or Training: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three references that are not related to you and are not previous employers.

Name: _____ Occupation: _____ Phone: _____

Name: _____ Occupation: _____ Phone: _____

Name: _____ Occupation: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Supplemental Information

Why do you want to work at Ace Hardware? _____

What is your definition of customer service? _____

Skills and Qualifications: _____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____