



APPLICATION FOR EMPLOYMENT

Please complete entire application to ensure processing

PERSONAL INFORMATION

NAME: First _____ Middle _____ Last _____ Date _____

Other names you are known by _____ Are you less than 18 years of age? YES___ NO___

Present Address:
 Street _____ City _____ State _____ Zip _____

Permanent Address:
 Street _____ City _____ State _____ Zip _____

Phone Number: Mobile _____ Home _____

Are you legally eligible for employment in the United States? YES___ NO___
(Proof of citizenship or immigration status will be required)

Have you been convicted of a felony in the last 7 years? YES___ NO___
 If YES, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.

Which location/s are you applying for?
 Missoula / Tremper's Missoula / Eastgate Ronan
 Polson Kalispell The Garden Place Power Pros

How did you hear about us? Newspaper Ad Online/Social Media Referred by employee: _____

EMPLOYMENT DESIRED (Please keep in mind that the availability of hours may vary.)

Position _____ Desired Salary _____ Date you can start _____

Specify hours available for each day of the week

_____	_____	_____	_____	_____	_____	_____
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you available to work overtime? YES___ NO___
 Have you ever worked for Ace Hardware before? YES___ NO___ If Yes, when? _____ which store? _____

EDUCATION

	Name: _____	Last Year Completed	Did you graduate?	Subjects studied and/or Degrees Received
High School	Address: _____	1___ 2___ 3___ 4___	YES___ NO___	
College	Address: _____	1___ 2___ 3___ 4___	YES___ NO___	
Post College	Address: _____	1___ 2___ 3___ 4___	YES___ NO___	
Trade, Business, or Correspondence School	Address: _____	1___ 2___ 3___ 4___	YES___ NO___	

List skills relevant to the position applied for: _____

SKILLS (for office/administrative positions) Typing WPM _____ 10 Key YES___ NO___
 Computer Proficiency: Word for Windows YES___ NO___ Peachtree Accounting YES___ NO___ Excel YES___ NO___

Have you ever visited an Ace Hardware store? YES___ NO___ Where? _____ Describe your experience: _____

Why would you like to work for Ace Hardware? _____

Describe a specific situation where you have provided excellent customer service in your most recent position: _____

FORMER EMPLOYERS: List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Start Date: _____ End Date: _____ Salary/Hourly Wage: _____
Current Employer: _____
 Address: _____
 Type of business: _____
 Position: _____
 Duties performed: _____
 Reason for leaving: _____
 Supervisors Name: _____ Phone: _____ May we contact? YES ___ NO ___

Start Date: _____ End Date: _____ Salary/Hourly Wage: _____
Previous Employer: _____
 Address: _____
 Type of business: _____
 Position: _____
 Duties performed: _____
 Reason for leaving: _____
 Supervisors Name: _____ Phone: _____ May we contact? YES ___ NO ___

Start Date: _____ End Date: _____ Salary/Hourly Wage: _____
Previous Employer: _____
 Address: _____
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 Duties performed: _____
 Reason for leaving: _____
 Supervisors Name: _____ Phone: _____ May we contact? YES ___ NO ___

Start Date: _____ End Date: _____ Salary/Hourly Wage: _____
Previous Employer: _____
 Address: _____
 Type of business: _____
 Position: _____
 Duties performed: _____
 Reason for leaving: _____
 Supervisors Name: _____ Phone: _____ May we contact? YES ___ NO ___

REFERENCES Give below the names of three professional references whom you have known at least one year.

	Name	Phone	Address	Business	Years Acquainted, How do you know this person?
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

I hereby authorize Montana Ace Hardware to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Montana Ace Hardware to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Montana Ace Hardware. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Montana Ace Hardware to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and maybe terminated by me or Montana Ace Hardware at any time without prior notice for any reason.

Signature _____ Date _____

Montana Ace Locations: Tremper's • 2301 Brooks • St Missoula, MT • 59801 | Eastgate • 905 E. Broadway • Missoula, MT • 59802
 63597 US Hwy 93 • Ronan, MT • 59864 | 50393 US Hwy 93 • Polson, MT • 59860 | 130 N Meridian • Kalispell, MT • 59901
The Garden Place: 1101 Burlington Ave • Missoula, MT • 59801 | **Power Pros:** 1023 Kensington • Missoula, MT • 59801