



# 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)

Which location are you applying for?

Missoula / Tremper's	Missoula / Eastgate	Ronan
Polson	Kalispell	The Garden Place
		Power Pros

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.

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**

		Last Year Completed	Did you graduate?	Subjects studied and/or Degrees Received
High School	Name: _____	1 2	YES	
	Address: _____	3 4	NO	
College	Name: _____	1 2	YES	
	Address: _____	3 4	NO	
Post College	Name: _____	1 2	YES	
	Address: _____	3 4	NO	
Trade, Business, or Correspondence School	Name: _____	1 2	YES	
	Address: _____	3 4	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: \_\_\_\_\_  
 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

**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.

**If you agree to the above terms please check the box.**  Date \_\_\_\_\_

**Montana Ace Locations:** Tremper's • 2301 Brooks • St Missoula, MT • 59801 | Eastgate • 905 E. Broadway • Missoula, MT • 59802  
 705 US Hwy 93 S • Ronan, MT • 59864 | 1312 US Hwy 93 E • 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