

# Oro Valley Ace Hardware

## Employment Application

### Applicant Information

Name \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_  
Street address, please

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you have the legal right to work in the United States?  YES  NO

Are you fluent in another language?  YES  NO Specify: \_\_\_\_\_

Are you at least 18 years of age?  YES  NO

Are any family members currently employed here?  YES  NO If yes, list name & relationship  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO If yes, please explain below  
Explain: \_\_\_\_\_  
\_\_\_\_\_

### Job Specific Information

Desired position: \_\_\_\_\_ Desired pay: \$ \_\_\_\_\_ per hour

Preferred start date \_\_\_\_\_  Part Time  Full Time  Seasonal

List hours you are available to work  
SUN \_\_\_\_\_ MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_  
THU \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_

Have you ever applied here before?  YES  NO Specify: \_\_\_\_\_

Have you ever worked here before?  YES  NO Specify \_\_\_\_\_

Have you worked at an Ace Hardware before?  YES  NO Specify: \_\_\_\_\_

Do you have an AZ driver's license?  YES  NO

### Employment History – Current or most recent job

If currently employed, may we contact your employer?     YES     NO

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Employed To \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### Next most recent job

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Employed To \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### Next most recent job

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Employed To \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## Education & Military Service

High School \_\_\_\_\_ Last Grade Completed 9 10 11 12 GED

Location \_\_\_\_\_

College/Trade \_\_\_\_\_ Years Completed 1 2 3 4

Location \_\_\_\_\_

Specialty \_\_\_\_\_

Describe other training or education \_\_\_\_\_  
\_\_\_\_\_

Are you currently/have you ever served in the Armed Forces?  YES  NO

Branch: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

## References – Do not include family members or people who live with you

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

**IMPORTANT - Please read carefully and sign**

I certify the information contained in this application is true and complete to the best of my knowledge. Any misrepresentation or omissions of any fact in my application can be justification for refusal of employment, or if employed, grounds for termination.

I authorize Oro Valley Ace Hardware to investigate all statements contained in this application and release all parties from any liability for any damage that may result from furnishing same.

I also acknowledge that a substance abuse test is required as a condition of employment.

I understand my employment may be terminated with or without cause or notice, at any time, at the option of either the Company or myself.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OPTIONAL

Where did you find out about this job? \_\_\_\_\_



Oro Valley Ace Hardware  
11921 N. 1<sup>st</sup> Avenue  
Oro Valley, AZ 85737  
(520) 297-0222  
[www.ovacehardware.com](http://www.ovacehardware.com)