

# APPLICATION FOR EMPLOYMENT



A Few Cool Hardware Stores (Logan Hardware, Glover Park Hardware, Tenleytown Ace Hardware, Federal Hill Ace Hardware, 5<sup>th</sup> Street Ace Hardware, Waverly Ace Hardware, Old Takoma Ace Hardware, Canton Ace Hardware, Woodley Park Ace Hardware, Old Town Ace Hardware, Adams Morgan Ace Hardware, and Frager's Hardware); Schaefer- Friedman, LLC appreciates your interest in our company as a place of employment. We are committed to being an employer of choice, not just a good place to work, but a great place to work. To that end, we strive to recruit and maintain a workforce that meaningfully represents the diverse and culturally rich communities that we serve. In addition, it is the policy of Schaefer Friedman, LLC to provide equal opportunity for employment to all qualified employees and applicants, regardless of race, religion, religious affiliation, ancestry, marital status, familial status, sexual orientation, color, creed, national origin, sex, age, disability, or veteran status. This policy applies to all areas of employment including recruitment, placement, training, transfer, promotion, termination, pay, and other forms of compensation and benefits. Schaefer Friedman, LLC will comply with their legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

## APPLICANT INFORMATION

Print clearly all information as requested  
 Send completed application to [recruiting@acehardwaredc.com](mailto:recruiting@acehardwaredc.com)

Name (First Name MI Last Name)		Primary Phone Number
Street address		Secondary Phone Number
City, State, Zip		Email address
Position applying for:	Date available:	Salary Requirement:
Store(s) applying to (choose up to three locations) 1.	2.	3:
Are you legally authorized to work in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you lift 20lbs?		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>How were you referred to the position for which you are applying?</b> <input type="checkbox"/> Employee Referral (Name): <input type="checkbox"/> Print/Newspaper Ad <input type="checkbox"/> Self-referral  <input type="checkbox"/> OTHER (please provide detail)	
Have you ever applied for employment by Schaefer Friedman, LLC, Ace Hardware Corporation, or any other Ace Hardware Co-op? If Yes, Please explain: <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>	
Have you ever been employed by Schaefer Friedman, LLC, Ace Hardware Corporation, or any other Ace Hardware Co-op? If Yes, please indicate approximate dates of employment: From: To: <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>	
Are any of your relatives or members of your household employed by Schaefer Friedman, LLC, Ace Hardware Corporation, or any other Ace Hardware Co-op? If yes, please give name (s) and relationship(s): <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>	
Have you ever been asked to resign from a position? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>	
If not currently employed, are you eligible for rehire by your previous employer? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>	

Name \_\_\_\_\_

Date \_\_\_\_\_

## EDUCATION

Name and address of school or institution (including City, State & Zip)	No. of years completed	Major Subject/Course	Graduated	Degree/Certificate received
High School/Equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Education in progress			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## EMPLOYMENT HISTORY

Complete all areas indicated with details of your last three employers. List your present or last employment first and continue in reverse order. You must account for periods of employment and unemployment including part-time employment.

Company Name and Address (including City, State and Zip Code)		Dates of Employment	
		From (Month/Year):	To (Month/Year):
		Phone Number:	
		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please notify me prior	
Position Title	Supervisor's Name	Beginning Base Salary	Last Base Salary
Major Duties			
Reason for Leaving (Explain): <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary			

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Company Name and Address (including City, State and Zip Code)		Dates of Employment	
		From (Month/Year):	To (Month/Year):
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Position Title	Supervisor's Name	Beginning Base Salary	Last Base Salary
Major Duties			
Reason for Leaving (Explain): <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary			

Name \_\_\_\_\_

Date \_\_\_\_\_

### **SPECIAL SKILLS/TRAINING**

Please list any skills that you believe are related to the position for which you are applying:
Language
Computer
Technical
Are there any other experiences, skills, or abilities that you feel especially qualify you for the position for which you are applying?

### **REFERENCES**

Please provide names of individuals, excluding relatives, who can attest to your work performance.

<b>Name and Occupation</b>	<b>Dates Known</b>	<b>Address</b>	<b>Telephone Number</b>

### **INTERVIEW TIPS:**

- 1. Arrive on time.**
- 2. Complete the entire application. If you have any questions, ask.**
- 3. Do not chew gum in your interview.**
- 4. Dress professionally (no suits). Clothes should be neat and pressed.**
- 5. Do some research on our company. Be able to tell the interviewer something you know about us. Our website is [www.acehardware.com](http://www.acehardware.com).**
- 6. Make eye contact and sit up straight.**
- 7. Think about questions to ask the interviewer. Examples of good interview questions can be found at the Business Insider web site <http://is.gd/9bdv9i>.**

Name \_\_\_\_\_

Date \_\_\_\_\_

### AVAILABILITY

Day of Week	Times Available

**Please list any upcoming commitments in the next 90 days that we should take into account when making your schedule. After the 90 days you will be responsible for finding coverage for any time off you will need during your regular weekly schedule.**

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### CERTIFICATION AND AUTHORIZATION

Please read the following statements carefully:

<p><b>I UNDERSTAND AND AGREE THAT:</b></p> <p>The information I have provided on this Application for Employment and information contained in any other documents I have submitted in connection with this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my Application for Employment, resume, or any other materials, or during any interview can be justification of refusal of employment, or, if employed, termination from Schaefer Friedman, LLC.</p> <p>Any offer of employment I may receive from Schaefer Friedman, LLC is contingent upon my successful completion of the company's screening process, including the company's receiving references that it considers satisfactory.</p> <p>In connection with this Application for Employment, I authorize Schaefer Friedman, LLC to obtain verification of my educational background, reports pertaining to my previous work experience, and (if any) military record. I hereby release from liability all persons or entities supplying or collecting information authorized in this paragraph. If hired, a further condition of employment, required by the Immigration Reform and Control Act of 1986 (IRCA), is that I provide satisfactory proof of legal authorization to work in the United States, and that I confirm that I am able to provide such proof.</p> <p>Finally, I understand and agree that, if hired, my employment is for no definite period and my status will be that of an employee-at-will, meaning that either I or Schaefer Friedman, LLC may terminate our relationship at any time, for any reason, or for no reason, and without prior notice. I understand that nothing in this Application for Employment is intended to create or creates any contractual obligation on the part of Schaefer Friedman, LLC.</p> <p><b>Applicant's Signature</b> _____ <b>Date</b> _____</p>
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