



Employment Application

Handy Ace Hardware
7125 E Main Street, Mesa, AZ 85207
(480) 830-4000

The Helpful Place

***Our establishment is tobacco free.
We also operate under a "Zero Tolerance"
work policy, free from all substance abuse.***

We are an equal opportunity employer and will not unlawfully discriminate on the base of race, color, sex, religion, national origin, age, marital or veteran status, or the presence of a medical condition or disability.

Your interest in our Company is appreciated and we assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualification.

PERSONAL

Name _____ Date of Application ____/____/____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Telephone Number _____ Best Time to Call _____

Email Address: _____ Preferred First Name _____

Are you 18 years or older? ____yes ____no How many times have you changed your phone/number? _____

Are you a U.S. Citizen? ____yes ____no Are you authorized to work in the United States? ____yes ____no

Have you filed an application with us before? ____yes ____no List any friends or relatives working here: _____

What method of transportation will you use to come to work? _____

DESIRED EMPLOYMENT

Position(s) applying for: _____

Do you prefer: ____Full-Time (35 hours or more) ____Part-Time (20-34 hours) ____Other: _____

If part-time, please specify hours and/or days desired: _____

Salary Desired: _____ Date available to start: _____

Please check the work skills you possess or have experience in:

Please describe other special training, qualifications, certifications, or other experiences that relate to the position:

- paint
- power tools
- electrical
- plumbing
- evaporative cooling
- HVAC
- hardware
- fasteners
- building materials
- gardening
- forklift
- cash register
- computer/data entry
- bookkeeping/accounting

How did you hear about us?

- Walk-In
- ACE Employee
- Newspaper
- Solicitation
- Website/Online
- Other

EMPLOYMENT EXPERIENCE List current or most recent job first. Please include phone numbers with area code.

1	Employer	Dates		Work Performed
	Address	Phone	From To	
	Job Title	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
2	Employer	Dates		Work Performed
	Address	Phone	From To	
	Job Title	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
3	Employer	Dates		Work Performed
	Address	Phone	From To	
	Job Title	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			

If you are currently working, may we contact your current employer? yes no

EDUCATION

High School	Name	Years Completed	Diploma Degree	Courses of Study
	Location			
College	Name	Years Completed	Diploma Degree	Courses of Study
	Location			
Graduate/ Vocational	Name	Years Completed	Diploma Degree	Courses of Study
	Location			

PERSONAL REFERENCES (Must be individuals you know other than family members)

1	Name
	Address
	Phone Number
2	Name
	Address
	Phone Number

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? yes no

If yes, what branch? _____ Rank at discharge: _____ Date of discharge ____/____/____

Are you in the reserves? yes no If yes, date obligation ends: ____/____/____

Special/Technical training:

ADDITIONAL

Have you ever been convicted of a felony? yes no

If yes: Where: _____

When: _____

Nature of offense(s): _____

Do you have a valid, unrestricted driver's license? yes no

State any additional information that you feel may be helpful to us in considering your application:

AUTHORIZATION AND UNDERSTANDING

Applicant hereby certifies that the answers to the foregoing questions are true and correct. I agree if the information is found to be false in any respect including omission of information, I will be subject to dismissal without notice at any time. The applicant understands Handy ACE Hardware is relying upon the applicant's answers on this application, and the answers are made as an inducement to employer to hire applicant.

I authorize Handy ACE Hardware to investigate all information in this application without written notice to me. I hereby authorize my former employers to release information pertaining to my work record, habits and performance to Handy ACE Hardware, Inc. I hereby authorize Handy ACE Hardware, Inc. to obtain a background investigative report made by a security or consumer reporting agency with respect to me. In so doing, I release the reporting agency and Handy ACE Hardware, and its agents from any and all liability which may flow from the release of such information.

Should I become an employee of Handy Ace Hardware, I understand that my employment will be for no definite term, such that I may enjoy the right to terminate my employment at anytime, at my convenience, with or without cause or reason. I further understand that Handy Ace Hardware will have the same right. I hereby further acknowledge that I am expected to abide by all Company rules and regulations, written or unwritten, communicated by the Company, my Store Manager or my supervisor, but that such rules and regulations do not create a contract between myself and the Company or otherwise restrict the right of either myself or the Company to terminate the employment relationship. I understand that these rules and regulations may be subject to change at any time. I understand and agree that any handbook which I may receive will not constitute an employment contract, but will be a statement of the Company's current policies.

I understand that because of the nature of retail operations, the Company reserves the right to conduct inspections of my person, lockers, bags (including purses and briefcases) and/or parcels brought into or taken out of the store. I understand that the refusal to submit to a requested inspection may result in termination of my employment.

Signature

_____/_____/_____
Date



PERSONNEL TEST

Applicant: Clearly print all answers, following directions exactly. A calculator will be provided to you if you so desire.

1. Add or subtract the following equations:

			\$1.19			
			\$0.49			\$47.99
		\$3.49	\$0.98			\$22.50
\$5.42	\$5.98	\$2.98	\$0.29	\$12.25	\$144.88	\$11.25
<u>+ \$2.98</u>	<u>- \$3.99</u>	<u>+ \$0.49</u>	<u>+ \$0.77</u>	<u>- \$ 4.59</u>	<u>- \$59.99</u>	<u>+ \$37.88</u>

2. Multiply the following:

\$0.99	\$2.98	120
<u>x 2</u>	<u>x 8</u>	<u>x \$.04</u>

3. Divide the following:

$3 \overline{) \$1.29}$	$2 \overline{) \$149.88}$	$17 \overline{) \$11.73}$
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4. Calculate the price a customer pays after deducting the discount percentage shown below. Round up to the nearest whole cent.

Regular price	% Discount	Amount to be paid by the Customer
\$8.99	10%	_____
\$19.74	5%	_____

5. A customer wishes to purchase a case of furnace filters. One furnace filter sells for \$1.29 and a case holds 12 filters. How much will we charge the customer for the full case? _____

6. How many inches in 2/3 of 1 yard? _____

7. How many square feet in a wall 8' x 12'? _____

8. What would a customer pay for "one" item of a multiple price item in the following cases? Round the answer up to the next whole cent.

3 for \$0.99 _____ 2 for \$0.75 _____ 4 for \$0.99 _____

	966	966
9. How many of the 5 numbers listed to the right are exact duplicates of each other?	3694	3496
_____	23854	28354
	54996	54996
	85421	85412

10. Answer the following questions after reading the following paragraph:

For fourteen years, we have had the privilege of supplying Anderson Furniture Company with wood screws used in the manufacturing of your fine furniture. Recently, you stopped ordering, and your absence has been noticed. We try to do our very best in servicing our customers and would like very much to know why you stopped ordering from us. Our sales representative will be calling on your area Friday, May 17th, and will stop by to find out what we can do to be of service to you in the future.

A. How many years has Anderson Furniture Company been ordering screws? _____

B. When will the sales representative call on Anderson Furniture Company? _____

C. What has Anderson Furniture Company done to cause this concern? _____