



APPLICATION FOR EMPLOYMENT

Brentwood Ace Hardware
8900 Brentwood Blvd, Suite J
Brentwood, CA 94513

An Equal Opportunity Employer

DATE: _____

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

Check appropriate box for type of employment: Full-time Part-time Temporary

What days and hours are you available to work? _____

Date Available: _____ Are you available for overtime? YES NO

How referred? Self Employee Website Ad Agency Other _____

List any Relatives or Friends who work at Brentwood Ace: _____

If hired, can you provide proof that you are legally able to work in the United States? YES NO

Are you over 18 years of age? YES NO If under 18 yrs, can you provide a work permit? YES NO

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? YES NO

If no, describe the functions that cannot be performed: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: YES NO Interviewer: _____ Date: _____

Remarks: _____

Employed? YES NO Date Employed: _____ Hourly Wage: \$ _____

Position: _____ By: _____ Date: _____

Many of our customers do not speak English. Do you speak, write, or understand any foreign language? YES NO

If yes, which language(s)? _____

Computer skills? YES NO Software/Programs familiar with: _____

List the office machines you can operate: _____

Please list any specific skills or training that apply to the job applied for: _____

RETAIL HARDWARE SKILLS

- POS System Building / Construction Electrical Paint
 Key Cutting Machine Plumbing Pipe Cutting Machine Fork Lift Operation
 Other Skills: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma GED CHSPE

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Professional References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Personal References

Please list two people not related to you who have known you for at least five (5) years.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Periods of Unemployment

Please account for all periods of unemployment within the last seven (7) years, beginning with your most recent period of unemployment.

Dates Unemployed		Reason for unemployment
From _____	To _____	
Dates Unemployed		Reason for unemployment
From _____	To _____	
Dates Unemployed		Reason for unemployment
From _____	To _____	

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

APPLICANT'S STATEMENT
(Initial each numbered item as read)

- ___1. The information that I have provided on this application is accurate to the best of my knowledge and may be verified by Brentwood Ace Hardware ("the Company") or its agents.
- ___2. I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
- ___3. I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment Hair test, urinalysis, or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Company has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
- ___4. I authorize the Company to obtain consumer reports from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information contained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it.
- ___5. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
- ___6. I understand and agree that the employment for which I am making application is, and is intended to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or the Company. There will be no agreement, express or implied, between the Company and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of the Company.
- ___7. I have placed my signature in the space provided below only after I have completed the entire form to the best of my ability and have carefully read the foregoing seven (7) statements.
- ___8. I understand that this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application will no longer be active and will receive no further consideration once the position for which I am applying has been filled.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____