

# Kittery **ACE** Hardware

Owned & Operated By:  
**ELDREDGE**  
 LUMBER & HARDWARE

## APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

<b>P E R S O N A L</b>	Last name <i>First, MI</i>		Date
	Street Address		Home Phone
	City, State, Zip		Business Phone
	Position Desired	Pay Expectations	SS#
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes: month and year _____		Location: _____
	Type of employment desired: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal		
	When are you available to begin work? _____		
	Do you have any availability restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, please list		
<b>E M P L O Y M E N T</b>	If asked, are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Can you submit proof of legal employment authorization & identity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you ever been convicted of a crime* in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	*excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court.		
	If yes, please explain (a conviction will not automatically bar employment):		
	Please give accurate, complete full-time & part-time employment record. Start with your present or most recent employer		
	Employer	Position Held	
	Address	Phone #	
	Job Responsibilities	Dates Employed: From: <i>MM/YY</i>	To: <i>MM/YY</i>
	Immediate Supervisor & Title	Starting Pay:	Ending Pay:
Reason for leaving:			
Employer	Position Held		
Address	Phone #		
Job Responsibilities	Dates Employed: From: <i>MM/YY</i>	To: <i>MM/YY</i>	
Immediate Supervisor & Title	Starting Pay:	Ending Pay:	
Reason for leaving:			

<b>EMPLOYMENT</b>	Employer	Position Held		
	Address			Phone #
	Job Responsibilities	Dates Employed: From: <i>MM/YY</i>		To: <i>MM/YY</i>
	Immediate Supervisor & Title	Starting Pay:	Ending Pay:	
	Reason for leaving:			
	Employer	Position Held		
	Address			Phone #
	Job Responsibilities	Dates Employed: From: <i>MM/YY</i>		To: <i>MM/YY</i>
	Immediate Supervisor & Title	Starting Pay:	Ending Pay:	
Reason for leaving:				
We may contact the employers listed above unless you indicate below those you do not want us to contact.				
Employer	Reason			

**Other Skills & Qualifications:** Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

<b>EDUCATION</b>	Name	Course of Study	Years Completed	Degrees Earned
	High School			
	College			
	Business/Trade/ Technical			
	Other			

<b>REFERENCES</b>	<b>Personal References:</b> (Do not include relatives & employers)		
	Name	Phone #	Years Known

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, and related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

**I fully understand and accept all terms and conditions in the above statement.**

\_\_\_\_\_ Signature

\_\_\_\_\_ Date