

# Orchards Ace Hardware

269 East 29th Street  
Loveland, CO, 80538-2721  
phone 970-663-2230 fax 970-679-0110  
[orchardshardware.com](http://orchardshardware.com)



## Application for Employment

Date of application \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Are you employed now? \_\_\_\_\_  
If yes, may we contact your present employer? \_\_\_\_\_  
If hired can you provide proof your are legally entitled to work in the  
United States? \_\_\_\_\_  
On what date will you be available for work? \_\_\_\_\_  
Have you been convicted of a felony within the last seven years? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

(Conviction will not necessarily disqualify applicant from employment)

We are open seven days a week. The hours we work are 8:00am to 7:00pm  
Monday - Friday, 8:00am to 6:00pm Saturday and 10:00am to 5:00pm on  
Sunday. Are you available to work within all of these hours? \_\_\_\_\_  
If not, what days and hours are you not available to work?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you interested in full-time or part-time hours? \_\_\_\_\_  
We all do many jobs here. Are you interested in a specific job, such as  
cashier, or are you looking for a customer service / stocking position?  
\_\_\_\_\_

Have you applied here before? \_\_\_\_\_ If so, when? \_\_\_\_\_

### Employment Experience

Start with your present or most recent job. Include any military service and volunteer activities.

All information should be completed and reasons for time lapses should be noted.

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_  
Wages / Salary \_\_\_\_\_  
Starting \_\_\_\_\_  
Final \_\_\_\_\_  
Work Performed \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_  
Wages / Salary \_\_\_\_\_  
Starting \_\_\_\_\_  
Final \_\_\_\_\_  
Work Performed \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
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Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_  
Wages / Salary \_\_\_\_\_  
Starting \_\_\_\_\_  
Final \_\_\_\_\_  
Work Performed \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_  
Wages / Salary \_\_\_\_\_  
Starting \_\_\_\_\_  
Final \_\_\_\_\_  
Work Performed \_\_\_\_\_

### Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment or other experience such as specific computer skills, office skills, machinery use, plumbing & electrical skills, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References

List name, address & telephone number of three references who are not related to you and are not previous employees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a veteran of U.S. Military service? \_\_\_\_\_  
If yes, what branch ? \_\_\_\_\_ Final rank/grade \_\_\_\_\_

### Education

High School Name \_\_\_\_\_ City \_\_\_\_\_  
Years completed \_\_\_\_\_ Diploma? \_\_\_\_\_  
Course of study \_\_\_\_\_

College / University name \_\_\_\_\_  
Years Completed \_\_\_\_\_ Degree? \_\_\_\_\_  
Course of study \_\_\_\_\_

Graduate School \_\_\_\_\_  
Degree? \_\_\_\_\_  
Course of study \_\_\_\_\_

Professional / Technical School \_\_\_\_\_  
Degree? \_\_\_\_\_  
Course of study \_\_\_\_\_

Specialized training, apprenticeship, extra-curricular activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
(You may exclude those which indicate race, color, religion, sex or national origin)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional information you may feel is helpful to us in considering your application

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Statement**

I understand this application is considered current for 60 days. If I want to be considered for employment after that time, I must renew my application in writing. I certify that all information given herein is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. I further understand said background check may also involve Orchards Ace Hardware's obtaining an investigative consumer report on me which may cover such areas as my character, general reputation and mode of living. In the event of employment, I understand that false or misleading information given in this application and/or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Orchards Ace Hardware.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

All applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status or the presence of a non-job related medical condition or handicap. Orchards Ace Hardware is an equal opportunity employer.