

Application for Employment

Contact Information

Name *

First NameMiddle NameLast Name

Application Date *

MonthDayYear

Address *

Street Address

Street Address Line 2

City

State

Postal / Zip Code

Phone Number *

Phone Number

Email *

example@example.com

Miscellaneous Information

Have you filed an application with Heller's Hardware before? *

☐ Yes

☐ No

If yes, when?

Are you currently employed? *

☐ Yes

☐ No

If 'Yes', may we contact your present employer?

☐ Yes

☐ No

If 'No', please supply the date you were last employed?

Month Day Year

If hired, what is the date you can begin working? *

Month Day Year

Have you been convicted of a Felony within the last 7 years? *(Conviction will not necessarily disqualify applicant from employment)* *

☐ Yes

☐ No

If 'Yes', please explain:

Job Interest & Availability

Position(s) you are interested in: *

- ☐ Cashier
- ☐ Stock & Yard Person
- ☐ Sales Clerk
- ☐ Delivery Driver
- ☐ Rental Maintenance Person

Are you interested in Full Time or Part Time? *

- ☐ Full Time (36+ hrs per week)
- ☐ Part Time

Please check all available time slots (days and hrs):

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mornings: 8:00 AM to 12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons: 12:00 PM to 4:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings: 4:00 PM to 7:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education

Highest Level of School Attended: *

- ☐ High School
- ☐ College
- ☐ Business/Trade School
- ☐ Professional School

Education

	Name of School	City and State	Degree / Major / Years Completed
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Trade School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional School	<input type="text"/>	<input type="text"/>	<input type="text"/>

Work Experience

Job Title: *

Company Name: *

Date Employed From: *

Month Day Year

Date Employed To: *

Month Day Year

Supervisor Name: *

First Name Last Name

Supervisor Phone #: *

Please enter a valid phone number.

Address *

Street Address

Street Address Line 2

City

State

Postal / Zip Code

Work Performed: *

Reason for Leaving: *

Additional Work Experience

Job Title:

Company Name:

Date Employed From:

Month Day Year

Date Employed To:

Month Day Year

Supervisor Name:

First Name

Last Name

Supervisor Phone #:

Please enter a valid phone number.

Address

Street Address

Street Address Line 2

City

State

Postal / Zip Code

Work Performed:

Reason for Leaving:

Additional Work Experience

Job Title:

Company Name:

Date Employed From:

Month Day Year

Date Employed To:

Month Day Year

Supervisor Name:

First Name Last Name

Supervisor Phone #:

Please enter a valid phone number.

Address

Street Address

Street Address Line 2

City

State

Postal / Zip Code

Work Performed:

Reason for Leaving:

Driving History

Do you have a valid drivers license? *

- ☐ Yes
☐ No

Do you have transportation to work? *

- ☐ Yes
☐ No

Have you have any accidents in the last 3 years? *

- ☐ Yes
☐ No

If 'Yes', how many?

Have you had any moving violations in the last 3 years? *

- ☐ Yes
☐ No

If 'Yes', how many?

Do you have a Commercial Driver's License? *

- ☐ Yes
☐ No

If 'Yes', CDL class?

Do you have experience operating any of the following: *

- ☐ Tow Motor / Forklift
- ☐ Front End Loader
- ☐ Box Truck

Miscellaneous Job Requirements

Are you able to stand on your feet for 6 or more hours? *

- ☐ Yes
- ☐ No

Have you operated a Cash Register before? *

- ☐ Yes
- ☐ No

Handled money on the job? *

- ☐ Yes
- ☐ No

Are you able to operate a computer? *

- ☐ Yes
- ☐ No

Operated printer/copier/fax? *

- ☐ Yes
- ☐ No

What have you used a computer for? *

Are you able to lift 30 lbs. repetitively without injury?

- ☐ Yes
- ☐ No

Lift 50 lbs. repetitively without injury? *

- ☐Yes
- ☐No

Are you mechanically inclined and able to assemble products by following instructions? *

- ☐Yes
- ☐No

Please list any special skills or experience that would make a valuable member of the Heller's Hardware team:

Personal References

Reference #1

Name: *

First NameLast Name

Address: *

Street Address

Relationship: *

Years Known: *

Reference #2

Name: *

First NameLast Name

Address: *

Street Address

Relationship: *

Years Known: *

Reference #3

Name: *

First Name

Last Name

Address: *

Street Address

Relationship: *

Years Known: *

Release of Information

Please Read Carefully

I understand that I have been asked to furnish information for use in reviewing my background and qualifications. In this regard, I hereby authorize Heller's Hardware (hereinafter the "Company") to investigate my past or present work, character, education, military, and police records to ascertain any and all information that may be pertinent to my employment qualifications.

The release, either verbal or written, of any and all information by any reference listed on my employment application is authorized regardless of whether such information is of record. I do hereby release all persons, firms, agencies, or companies whomsoever from any damages resulting from furnishing such information and shall not hold them liable in any respect if a job offer is not extended to me.

In consideration of my employment, I agree to conform to the Company's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time at either my or the Company's option. I also understand and agree that the Company may change terms and conditions of my employment at any time, with or without notice. I understand that no Company representative other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement contrary to the foregoing.

I certify that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and, if I am employed, my employment may be terminated at any time.

Date *

Month Day Year

Equal Opportunity Employer

Heller's Hardware is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry. or age. In addition, the company does not discriminate against qualified individuals with disabilities.