



APPLICATION FOR EMPLOYMENT

DIVISION HARDWARE Division Do it Best Hardware is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, State, or provincial law.

Please complete entire application, and attach a complete résumé to ensure processing.

PERSONAL INFORMATION (Please print)					
Name	Last	First	Middle	Email Address	Today's Date
Other names you are known by _____ Are you less than 16 years of age? Yes ___ No ___ (Division Hardware is required comply with federal, state, or provincial law.)					
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)					
Present Address	Street	City	State/Province	Zip Code/Postal Code	
Permanent Address	Street	City	State/Province	Zip Code/Postal Code	
Phone Number	Daytime	Evening	Referred By		

EMPLOYMENT DESIRED (if you are applying for an hourly position, please keep in mind that the availability of hours may vary).							
Position	Department	Salary Desired	Date You Can Start				
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Are you able to work overtime? _____							
Have you ever worked in a hardware retail environment? _____ If yes, when? _____ What department? _____							

EDUCATION		Circle Last Years Completed	Did you Graduate?	Subjects Studied and Degrees Received
Name and Address of School				
High School	_____	1 2 3 4	Y N	

College	_____	1 2 3 4	Y N	

Post College	_____	1 2 3 4	Y N	

Trade, Business, or Correspondence School	_____	1 2 3 4	Y N	

SKILLS Describe a specific situation where you have provided excellent customer services in your most recent position: _____

List skills Relevant to the position applied for _____

Typing WPM: _____ 10-Key: Yes No

Windows operating system Word Excel POS Software and if so, please describe type: _____

Do It Yourself (DIY) Proficiency

Can you lift 60 pounds comfortably? Yes No Do you have any issues distinguishing colors Yes No

Check all the Household DIY items you have experience with (Reasonably thorough understanding is expected).

Electrical Plumbing Lawn & Garden Painting - Interior Painting - Exterior Hardware

If you have a particular DIY forte please explain: _____

Please explain a DIY project you have done in the past: _____

List DIY tools you are proficient in using: _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience related to the job for which you are applying. **Please complete even if you attach a resume.**

Date (M/D/Y)

1	From	Current Employer (Name and Address of Employer – Type of Business)	Position	Reason For Leaving
	To			
	Duties Performed			
	Supervisor's Name		Phone Number	May We Contact?
2	From	Previous Employer (Name and Address of Employer – Type of Business)	Position	Reason For Leaving
	To			
	Duties Performed			
	Supervisor's Name		Phone Number	May We Contact?
3	From	Previous Employer (Name and Address of Employer – Type of Business)	Position	Reason For Leaving
	To			
	Duties Performed			
	Supervisor's Name		Phone Number	May We Contact?
4	From	Previous Employer (Name and Address of Employer – Type of Business)	Position	Reason For Leaving
	To			
	Duties Performed			
	Supervisor's Name		Phone Number	May We Contact?

REFERENCES

Give below the names of three professional references, who you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

Do you have any physical limitations, which would adversely affect performance of the job for which you are applying? Yes ___ No ___ If yes please explain:

Would you take a physical examination, if required? Yes ___ No ___

I hereby authorize Division Do it Best Hardware to investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Division Do it Best Hardware to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Division Do it Best Hardware I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Division Hardware & Paint to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period, and may be terminated by Division Do it Best Hardware or me at any time without prior notice for any reason.**

Date

Signature