

# Larsen **ACE** Hardware

Canton, CT | West Hartford, CT | larsenace.com

## APPLICATION FOR EMPLOYMENT

Larsen ACE Hardware is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

<b>Personal Information</b>	Date: _____
Name: _____	
Last	First
Middle	
Address: _____	
Street	City
State	Zip
Email Address: _____	
Home Phone: _____ Alternative Phone: _____	
For reference purposes - if you have used another names, state name and dates: _____	
Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If employed and you are under 18, can you furnish a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony within the last 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain: _____	
Referred By: _____ Friends or relatives working for us: _____	
Can you perform the essential functions of the job with or without a reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employment Desired</b>	Preferred Hours <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary						
Position Desired: _____ Date Available: _____ Salary Desired: _____							
Have you ever been employed by us? If yes, when and where? _____							
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Please list your availability throughout the week including beginning and ending times:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Begin							
End							

<b>Work Experience</b>		List below last four employers, starting with your current or most recent employer.			
Date (Month & Year)	Name, Address and Phone Number of Employer	Salary	Position	Reason for Leaving	Supervisor's Name
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

<b>Education</b>	Name & Location of School	Years Attended	Diploma/Degree
High School			
College/Trade or Business School			
Certifications/ Language Skills			

<b>Special Skills &amp; Qualifications</b>	Summarize any special skills acquired from employment or other experience such as specific office skills, machines used, etc.

Are you a veteran of the US Military?  Yes  No If Yes, Branch \_\_\_\_\_

**References**

Give below the names of three persons not related to you, whom you have known at least one year.

Name

Address

Business

Phone #

Years Known

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Additional Information**

State any additional information you feel may be helpful to us in considering your application.

**Conditions & Release**

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

I authorize the Company to verify all statements contained in this application and to make any necessary reference checks except as limited above for present employer. A background investigation may include, but not necessarily limited to, Criminal and Ordinance Convictions, Civil Proceedings Records, Motor Vehicle Records, Employment Records, Education records, and Credit History.

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on the application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

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 Signature of Applicant

Date