



1800 North Scottsdale Road Scottsdale, Arizona 85257  
(480) 947-7281 Fax: (480) 941-5621  
www.paulsacehardware.com

# EMPLOYMENT APPLICATION

**Scottsdale - Fountain Hills - Tempe - Gilbert - Scottsdale (McDonald Rd) - Tempe (Rural Rd) -  
Scottsdale (Via Linda) - Payson**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. To help ensure a safe and healthful working environment a drug test is conducted as part of our employment screening.

(PLEASE PRINT)

## PERSONAL INFORMATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE INITIAL</u>	<u>SOCIAL SECURITY NUMBER</u>
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<u>CURRENT ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
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<u>PHONE NUMBER</u>	<u>E-MAIL ADDRESS</u>	<u>REFERRED BY</u>
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<u>PREVIOUS ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
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## EMPLOYMENT DESIRED

<u>POSITION</u>	<u>DATE YOU CAN START</u>	<u>SALARY DESIRED</u>
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ARE YOU EMPLOYED? \_\_\_\_ YES \_\_\_\_ NO

IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_ YES \_\_\_\_ NO

## EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/ DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
COLLEGE/ TRADE SCHOOL				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, ETC.

HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THE PAST SEVEN YEARS? \_\_\_\_ YES \_\_\_\_ NO

IF SO, PLEASE DESCRIBE BELOW. INCLUDE INCIDENT, CITY/STATE, and CHARGE. (CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS, FACTORS SUCH AS AGE AT TIME OF THE OFFENSE, REMOTENESS OF THE OFFENSE, TIME SINCE LAST CONVICTION, NATURE OF THE JOB SOUGHT AND REHABILITATION EFFORT WILL BE REVIEWED.)

PLEASE PRINT YOUR NAME: \_\_\_\_\_

**REFERENCES** (List below three persons not related to you, whom you have known at least one year)

1.	_____ NAME	( ) PHONE NUMBER	_____ YEARS KNOWN
	_____ ADDRESS		
2.	_____ NAME	( ) PHONE NUMBER	_____ YEARS KNOWN
	_____ ADDRESS		
3.	_____ NAME	( ) PHONE NUMBER	_____ YEARS KNOWN
	_____ ADDRESS		

**EMPLOYMENT EXPERIENCE** (Start with your present job)

<u>EMPLOYER</u>		<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>
<u>ADDRESS</u>			
<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>	
<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>		

<u>EMPLOYER</u>		<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>
<u>ADDRESS</u>			
<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>	
<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>		

<u>EMPLOYER</u>		<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>
<u>ADDRESS</u>			
<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>	
<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>		

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.  
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.  
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 employer.

_____ SIGNATURE OF APPLICANT	_____ DATE
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## SCHEDULING RESTRICTIONS

Paul's Ace Hardware is a retail operation, open seven days per week.  
Hours of operation may change based on seasonal demands.

### **STORE #1 – Scottsdale**

Mon – Sat 7:00am to 8:00pm  
Sun 8:00am to 6:00pm  
Contractor Desk Opens Mon-Fri 6:30am

### **STORE #3 – Tempe**

Mon – Fri 6:00am to 7:00pm  
Sat 7:00am to 6:00pm  
Sun 8:00am to 5:00pm  
Contractor Desk Opens Mon-Fri 6:00am

### **STORE #5 – McDonald**

Mon – Fri 7:30am to 7:00pm  
Sat 7:30am to 6:00pm  
Sun 9:00am to 6:00pm

### **STORE #7 – Via Linda**

Mon – Fri 7:30am to 7:00pm  
Sat 7:30am to 6:00pm  
Sun 9:00am to 5:00pm

### **STORE #2 – Fountain Hills**

Mon – Sat 7:00am to 7:00pm  
Sun 8:00am to 6:00pm  
Contractor Desk Opens Mon-Fri 6am-3pm  
Sat 7am-12pm

### **STORE #4 – Gilbert**

Mon – Fri 7:00am to 7:00pm  
Sat 7:00am to 6:00pm  
Sun 8:00am to 5:00pm

### **STORE #6 – Rural**

Mon – Sat 7:00am to 7:00pm  
Sun 9:00am to 5:00pm

### **STORE #8 – Payson**

Mon – Sat 8:00am to 6:00pm  
Sun 9:00am to 5:00pm

Please list any scheduling restrictions you have:

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PLEASE PRINT YOUR NAME

SIGNATURE OF APPLICANT

DATE

PLEASE PRINT YOUR NAME

DATE

## ***PRESCREEN QUESTIONNAIRE***

Submit this completed questionnaire with your application and/or resume'.

***Describe when you provided customer service that exceeded expectations.***

***Describe when you had difficulty assisting a customer. What happened and how was it resolved?***

***Describe your professional relationship with your current or most recent employer.***