



# APPLICATION FOR EMPLOYMENT

LARAMIE ACE HARDWARE 11299C  
611 B GRAND AVENUE  
LARAMIE, WYOMING 82070  
PHONE: 307-755-0781  
FAX: 307-755-1281

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.

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF APPLICATION
ADDRESS	Number	Street	City State Zip
TELEPHONE NUMBER(S)		E-MAIL	
HOW DID YOU LEARN ABOUT US?			
<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> FRIEND	<input type="checkbox"/> WALK-IN	
<input type="checkbox"/> EMPLOYMENT AGENCY	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> OTHER _____	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  YES  NO

Have you ever filed an application with us before?  YES  NO  
If yes, provide date: \_\_\_\_\_

Have you ever been employed by ours or another ACE store before?  YES  NO  
If yes, provide dates and/or location(s): \_\_\_\_\_

Are you currently employed?  YES  NO

May we contact your present employer?  YES  NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*  YES  NO

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time (40 hours/week)  Part Time (20-32 hours/week)  
*Laramie Ace Hardware requires a minimum average of 20 hours of work per week from all employees.  
Freight nights Mon. and Thurs till 11pm. Laramie Ace Hardware is open Mon-Sat 7:30 a.m. to 8:00 p.m. and Sundays 8 a.m. to 7 p.m.*

Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	

Have you been convicted of a felony within the last 7 years?  YES  NO  
*Conviction will not necessarily disqualify an applicant from employment.*

If yes, Please explain: \_\_\_\_\_

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you are applying?  YES  NO

*A description of those activities is attached.*

# EDUCATION AND JOB-RELATED SKILLS

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY, YEARS COMPLETED, DIPLOMA/DEGREE EARNED, AS APPLICABLE
ELEMENTARY SCHOOL		
HIGH SCHOOL		
UNDERGRADUATE COLLEGE		
GRADUATE/PROFESSIONAL		
OTHER		

Indicate any languages other than English you can speak, read, and/or write. Indicate degree of fluency in each listed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any specialized training, apprenticeship, skills, and other activities/experience that we should consider for your application. Include any job-related training received in the United States Military.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate your knowledge of the following categories on a scale 0-4, with 0 being not trained and 4 being completely proficient.

Selling skills: _____	Paint: _____
Cashiering: _____	Plumbing: _____
Electrical: _____	Hardware: _____
Lawn & Garden: _____	Fasteners: _____

4 = Completely proficient in the role and capable of training and coaching others  
 3 = Proficient knowledge and skills in the role and independent in tasks/service  
 2 = Fair knowledge and skills in the role, needs come help coaching in tasks/service  
 1 = Basic knowledge and skills/tasks, no floor experience  
 0 = Not trained

Provide any additional information/qualifications/comments that we should consider for your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EMPLOYMENT EXPERIENCE

Begin with your most recent employment. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

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

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

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

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

(Continue on back of sheet if needed)

# REFERENCES/APPLICANT STATEMENT

## REFERENCES

1. \_\_\_\_\_  
*Name* *Phone Number*

\_\_\_\_\_

*Address*

2. \_\_\_\_\_  
*Name* *Phone Number*

\_\_\_\_\_

*Address*

3. \_\_\_\_\_  
*Name* *Phone Number*

\_\_\_\_\_

*Address*

I certify that the information provided herein is 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 understand that this application shall be considered active for a period of time not to exceed 90 days. I also understand that any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 the 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 such change is specifically acknowledged in writing by an authorized executive of this organization.

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

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

\_\_\_\_\_  
 Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview:      Yes      No

Remarks: \_\_\_\_\_

Employed:                      Yes      No                      Date of Employment: \_\_\_\_\_

Interviewer                      Date

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date

Notes: \_\_\_\_\_

# JOB DESCRIPTION

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## Sales Associate/Cashier

We will train enthusiastic people who get a kick out of helping others. Our training program provides new employees with the knowledge and skills necessary to deliver the level of service that we strive for at Laramie Ace Hardware. Competitive pay, employee discounts, an incentive program, and flexible schedules are just a few of the advantages we offer. At Laramie Ace Hardware, our goal is to make our customers and employees feel at home. We are an independently, locally owned and operated store that is part of the worldwide community of neighborhood Ace stores. The important role of the Sales Associate/Cashier involves helping customers in any possible way. Cashiering involves handling sales transactions, balancing a cash drawer, and acting as a liaison for the rest of the store. Related experience is preferred but not required. We will train any success-oriented person.

Persons interested in applying for this position must be able to perform the following tasks with or without reasonable accommodation. Working on the Ace team requires the ability to work on a team with fellow employees, taking direction from managers, regular participation in store meetings and other training/correspondence provided, and enthusiastically serving the customer to the best of one's ability. Employees must be able to lift 50+ pounds for purposes of loading items such as concrete, fertilizer, soils, and other bagged and boxed products for customers. All employees are required to act as a cashier and work in all areas of the store as requested; including maintaining assigned areas of the store as specified by management.

To apply, fill out the attached application and return it to the cashier's desk or to a manager. Contact Stacy Hoffman for additional questions at 755-0781.

*Please detach this sheet before returning the application.*