

Cover Letter

Application for employment

Thank you for your interest in Lakeside Ace Hardware. We are a locally and independently owned part of a worldwide community of 5,000 Ace retail stores committed to winning customers through legendary customer service. At Lakeside Ace Hardware, we appreciate our employees that help us build a strong community reputation.

Consider joining the Ace team where our friendly atmosphere, competitive wages, merchandise discounts, flexible schedules and a positive management team are just a few of the benefits we offer.

Attention: In order to provide our customers with excellent service, our team members with a safe work environment and our community with a reputable leading business, Lakeside Hardware reserves the right to: (i) perform drug screening, background checks and pre-employment physicals on all applicants before considering them for employment; and (ii) to perform random, periodic or incident based drug testing on individuals hired for employment with Lakeside Hardware.

**Please, do not include your Social Security Number on your application. It is not required until an interview is scheduled.**

How did you hear about Lakeside Ace Hardware? X all that apply.

* Family or Friend
* Internet
* Radio
* Paper/Mail
* TV
* Facebook
* Billboards/Signs
* MI Works office
* MI Talent Connect
* Social Media
* Lakeside Employee
* In store/shopping

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Lakeside Ace Hardware, 838 N Mitchell St. Cadillac, MI 49601 ph 833 LAKE-ACE

*AN EQUAL OPPORTUNITY EMPLOYER*

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| NAME - LAST FIRST MIDDLE | | | | | | POSITION DESIRED | | | SOCIAL SECURITY NUMBER | | | | TODAYS DATE: | |
| ADDRESS CITY STATE ZIP CODE | | | | | | | | | | | DATE AVAILABLE: | | | |
| E-MAIL ADDRESS: PHONE NUMBER: PHONE NUMBER (2): | | | | | | | | | | | Do You Wish to Work:  Full Time  Part Time  Seasonal | | | |
| Please indicate Monday Tuesday Wednesday Thursday Friday Saturday Sunday  hours you are  available to work: | | | | | | | | | | | | | | |
| **EDUCATION** | | | | | | | | | | **SKILLS** | | | | |
| **NAME AND LOCATION OF SCHOOL** | | | **NO. OF YEARS ATTENDED** | **MAJOR COURSE(S)** | | | | **GRADUATED OR DEGREE** | | POS MACHINE | | ELECTRICAL | | |
| HIGH SCHOOL | | |  |  | | | | YES NO | | KEY CUTTING MACHINE | | PLUMBING | | |
| PAINT MIXING MACHINE | | BUILDING CONSTRUCTION | | |
| COLLEGE | | |  |  | | | | LIST DEGREE | | WORD PROCESSING | | PERSONAL COMPUTER | | |
| OTHER SKILLS: | | | | |
| GRAD. SCHOOL | | |  |  | | | |  | |
| OTHER | | |  |  | | | |  | |
| **EMPLOYMENT HISTORY**  Give Names and Addresses of All Previous Employers. If you are now working, present employer and reason for desire to quit must be included. Additional paper will be provided upon request. Also give reason for any lapse of time between jobs. **MAY WE CONTACT YOUR CURRENT EMPLOYER?:** YES  NO | | | | | | | | | | | | | | |
| **EMPLOYER (Latest First)** | | **DATES EMPLOYED** | | | **EARNINGS HISTORY** | | **TITLE AND DUTIES** | | | | | | | **REASON FOR LEAVING** |
| NAME | | FROM | | | START | |  | | | | | | |  |
| ADDRESS CITY/STATE/ZIP | |
| TO | | | FINAL | |
| TELEPHONE | SUPERVISOR |
| NAME | | FROM | | | START | |  | | | | | | |  |
| ADDRESS CITY/STATE/ZIP | |
| TO | | | FINAL | |
| TELEPHONE | SUPERVISOR |
| NAME | | FROM | | | START | |  | | | | | | |  |
| ADDRESS CITY/STATE/ZIP | |
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| NAME | | FROM | | | START | |  | | | | | | |  |
| ADDRESS CITY/STATE/ZIP | |
| TO | | | FINAL | |
| TELEPHONE | SUPERVISOR |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MILITARY**  **SERVICE** | **BRANCH** | **FINAL RANK/GRADE** | **SPECIALTY/MOS** | **RESERVE STATUS** |
| **Have you ever been employed by our Company?**  **YES**  **NO** | | **IF YES, WHEN WHERE** | | |
| **Do you have any relatives employed by our Company?**  **YES**  **NO If yes, please state person’s name, job and employment location.** | | | | |
| **GENERAL INFORMATION** | | | | |
| **Have you ever been convicted or pleaded guilty to a felony?**  **YES**  **NO If yes, give full details. (Conviction won’t necessarily disqualify you for the position for which you are applying.)** | | | | |
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| **If hired, can you furnish proof of age?**  **YES**  **NO If, hired, can you furnish proof you are legally entitled to work in U.S.?**  **YES**  **NO** | | | | |
| **How did you hear of our Company?**  **Employee Referral**  **Own Accord**  **Advertising**  **Agency**  **name of employee name other** | | | | |
| **Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company?** | | | | |
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| **PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW:**  This application is considered current for 90 days. If you want to be considered for employment after this time you must renew your application in writing. | | | | |
| I certify that the information contained in this application and/or any supplement thereto, is correct to the best of my knowledge and understand that any mis-statement or omission of information is grounds for dismissal in accordance with Company Policy. I authorize Ace Hardware to contact my current or prior employers and/or the above references and request any information concerning my previous employment and any  pertinent information they may have, personal or otherwise, and I expressly release Ace Hardware and all parties providing such information from any and all liability or responsibility for damage that may result from furnishing the same to you.  If I am offered a position with the Company, I agree to conform to the applicable rules, regulations and policies of the Company, and acknowledge that my employment and compensation can be terminated at any time  with or without cause, and with or without notice, at the option of either the Company or myself. I further understand that no representative of the Company has any authority to make any agreement contrary to the foregoing or to bind the Company for the employment of any person for any specified period of time. | | | | |
| **Date Applicant’s Signature**  *You must fill in your own application and fully complete this application in order to receive proper consideration.* | | | | |