

ACE HARDWARE AT WESTWOODS
 15530 W. 64th Ave.
 Arvada, Colorado 80007
Phone: (303)420-9691
Fax: (303)425-8774

ACE HARDWARE AT REUNION
 15181 East 104th Ave
 Commerce City, Colorado 80022
Phone: (720)450-9400
Fax: (303)425-9401

ACE HARDWARE AT CHAMBERS PLACE
 4830 Chambers Road
 Denver, Colorado 80239
Phone: (970)699-2240

APPLICATION FOR EMPLOYMENT

Our Ace Hardwares are locally owned and operated retail hardware stores and members of the Ace Hardware cooperative. We are an equal opportunity employer. The businesses and their employees do not discriminate on the basis of race, gender, color, national origin, veteran status, religion, age, marital status, disability, or medical condition as defined by federal, state or local law. Upon request, we can provide reasonable accommodation to assist in the hiring process and performance of essential job functions as required by federal, state and local laws.

You are applying for a job with an independently owned cooperative member of Ace Hardware Corporation, who operates this Ace Hardware store, not Ace Hardware Corporation. The independent store owner and management are responsible for and independently makes all decisions concerning employment related matters, including hiring, firing, discipline, supervision, staffing and scheduling. All employment within our stores are at will. This means employment is for an indefinite period of time and is subject to termination by employee or employer, with or without cause, with or without notice, at any time.

HOW TO COMPLETE THIS APPLICATION

Please use a blue or black pen and print legibly. To ensure processing, please complete all sections of the application. Once you have answered the questions, sign the application. Only completed applications will be considered. Return the completed application to the store manager, fax it to the appropriate location or email it to acwestwoodscontactus@gmail.com

- In order to be considered for an interview, our management team does require prospective employees to take two short courses related to customer service and providing insight into what a job at Ace would look like. If our team thinks you'd be a good candidate, someone will reach out to you with the required coursework and access to the online portal to help you get started.

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.

AVAILABILITY	
Which location are you applying to?	<input type="checkbox"/> Westwoods <input type="checkbox"/> Reunion <input type="checkbox"/> Chambers' Place
Date of application	
Position applied for	
Date you are able to start work	
How did you learn about this position?	

EMPLOYEE INFORMATION			
Name			
	Last	First	Middle
Address			
	Number/Street/Apartment	City	State Zip code
Telephone		Email	

AVAILABILITY CONTINUED

Are you legally authorized to work in the United States?	Yes	No					
Have you ever been employed by us or another Ace Hardware retailer?	Yes	No					
Do you have any relatives employed by our company? (If yes, please explain)	Yes	No					
Do you wish to work: (If temporary, please specify dates)	Full-time (30+ hours / week)	Part-time (<30 hours / week)	Temporary				
Please indicate the hours you are available to work each day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wages desired:	From \$ _____ to \$ _____						
Can you travel if your job requires it?							

SKILLS AND EXPERIENCE

Please mark next to any of the following areas in which you have experience:

<input type="checkbox"/> Electrical	<input type="checkbox"/> Key Cutting Machine	<input type="checkbox"/> Microsoft Office (Word, Excel)
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Screen Repair	<input type="checkbox"/> Filling Propane Tanks
<input type="checkbox"/> Paint Mixing Machine	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Point-of-Sale / Cashier
<input type="checkbox"/> Building Construction	<input type="checkbox"/> Gardening / Plants / Soil	<input type="checkbox"/>
Do you have any fluency in another language?		
List any other relevant qualifications you think might make you a good fit for our company		

EDUCATION

	Name and Location	Years completed	Degree?	Major?
High School				
College				
Grad School				
Other				

PRIOR EMPLOYMENT

Give names and addresses of all previous employers. If you are now working, your present employer and reason you want to leave must be included. Additional sheets may be attached if required. Please give reason for any lapse of time between jobs.

May we contact your present employer? _____ Yes _____ No

Employer (Latest first)	Dates Employed	Position and Duties	Reason for Leaving
Name:	From:		
Address (City/State/Zip):	To:		
Telephone:	Supervisor:		
Name:	From:		
Address (City/State/Zip):	To:		
Telephone:	Supervisor:		
Name:	From:		
Address (City/State/Zip):	To:		
Telephone:	Supervisor:		
Name:	From:		
Address (City/State/Zip):	To:		
Telephone:	Supervisor:		

Additional sheets attached? _____ Yes _____ No

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REFERENCES

Please list three professional references (not related to you) with contact information. We may reach out to these individuals for more information.

Name:	Phone number:	Email:
How do you know this person?		Years acquainted?
Name:	Phone number:	Email:
How do you know this person?		Years acquainted?
Name:	Phone number:	Email:
How do you know this person?		Years acquainted?

SUPPLEMENTAL INFORMATION

Why do you want to work at Ace Hardware?	
What is your definition of customer service?	