



1011 Main St. NW  
Washington, DC 20012

## Application for Employment

Thank you for your interest in joining our team at Hazel's Hardware. We are looking for knowledgeable, friendly, and driven individuals to help our customers with their everyday needs and projects. Please complete this form thoroughly.

Date of Application: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Position Applying for:  Full-Time Sales Associate  Part-Time Sales Associate

Please Indicate your Preference:  Plumbing/Electrical/Hardware  Lawn & Garden  Paint  
 Cashier/Customer Service  Housewares  Seasonal

Full Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ Phone (Alternate): \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_  Yes  No

If hired, can you provide proof of authorization? \_\_\_\_\_  Yes  No

Have you ever filled and application for this company before? \_\_\_\_\_  Yes  No

If Yes, please give the date: \_\_\_\_\_

Have you ever worked for this company before? \_\_\_\_\_  Yes  No

If Yes, please give the date: \_\_\_\_\_

**Availability:** Please indicate the days and hours that you are available to work:

*(Our store hours are 7 am – 8 pm Monday – Friday, 8 am – 7 pm Saturday, and 8 am – 6 pm Sunday)*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Education:** Please complete the following where applicable:

High School Name/Location: \_\_\_\_\_

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

College Name/Location: \_\_\_\_\_

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

College Name/Location: \_\_\_\_\_

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

**Skills and Qualifications:** Please check any of the following that you have experience with:

Customer Service:  Cash Handling  Point of Sale Systems  Phone Etiquette

Hardware Knowledge:  Plumbing  Electrical  Construction

Paint/DIY  Gardening  Outdoor Power Equipment

Other Areas of Expertise/Experience (please describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History:** Please list current and previous employers, starting with the most recent:

**Employer #1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ May we Contact?  Yes  No

Starting Position: \_\_\_\_\_ Starting Wage/Salary: \_\_\_\_\_

Ending Position: \_\_\_\_\_ Ending Wage/Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Employer #2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ May we Contact?  Yes  No

Starting Position: \_\_\_\_\_ Starting Wage/Salary: \_\_\_\_\_

Ending Position: \_\_\_\_\_ Ending Wage/Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #3**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Available for Contact?  Yes  No

Starting Position: \_\_\_\_\_ Starting Wage/Salary: \_\_\_\_\_

Ending Position: \_\_\_\_\_ Ending Wage/Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #4**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Available for Contact?  Yes  No

Starting Position: \_\_\_\_\_ Starting Wage/Salary: \_\_\_\_\_

Ending Position: \_\_\_\_\_ Ending Wage/Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**References:** Please list at least two professional references (not relatives or previously listed supervisors above):

Reference #1 – Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reference #2 – Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reference #3 – Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant Statement**

I certify that the information contained in this application true and complete to the best of my knowledge. I understand that any false information or omission may disqualify me from further consideration for employment or, if hired, shall be grounds for termination.

I authorize the investigation of all statements contained in this application and grant Hazel’s Hardware permission to contact former employers, references and educational institutions for pertinent information. I release all parties from all liability for any damage that may result from furnishing this information.

I understand that this application is not a contract for employment and that the employment offered is at will. I understand also that if employed, I am required to abide by all rules and regulations of the company.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_