

Home EMPLOYMENT APPLICATION

Please complete this application in as much detail as possible, even if you are also submitting a resumé. The more you write, the easier it is for us to know if you are going to fit within our company. Attach extra paper as necessary. Thank you for applying.

Date _____

PERSONAL

Name (print) _____		
Last	First	Middle Initial
Address _____		
# Street	Apt. #	
City _____		Postal Code _____
Telephone Number _____		
E-mail Address _____		

What type of position(s) are you applying for? Office Warehouse Please Specify _____

What type of work are you applying for? Full Time Part Time Term Student

Please specify preferred hours Days 8am-4:30pm Days 7am-3pm Afternoons 3pm-11pm Nights 11pm-7am

If your application were considered favourably, on what date would you be available to work? _____

Did a current Home Hardware Staff Member refer you? Yes No If yes, please name _____

May we contact the Staff Member for a reference? Yes No

Have you ever been interviewed for a position at Home Hardware? Yes No If yes, please specify by whom and for which position _____

EDUCATION

School	Name of School / Course of Study	# of Years Completed	Graduation or Diploma/Degree Attained
High School	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Community College	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
University	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Business, Technical, Trade School/Other (please specify)	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER SKILLS/INTERESTS

Languages

	Spoken	Read	Written
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Languages: _____

Computer Level Beginner Intermediate Advanced Please specify programs / software: _____

Are there any other experiences, skills or courses that you feel would especially qualify you for work with our company?

What are your interests/hobbies?

EMPLOYMENT HISTORY

Name of current or most recent employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above? Yes No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above? Yes No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above? Yes No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above? Yes No

PLEASE READ CAREFULLY BEFORE SIGNING

Personal information collected in the recruitment process, which may include job applications, questionnaires or personal interviews, is for the purpose of determining your suitability for employment. I hereby certify that the facts set forth in the recruitment process are true and complete to the best of my knowledge. I understand that if employed, falsified statements shall be considered sufficient cause for termination.

If employed, I give consent to Home Hardware Stores Limited to retain the information obtained through the recruitment process on my employee personnel file and consent to the use of my personal information for the administration of my employment. I authorize Home Hardware Stores Limited to check references with my previous employers and references provided. I hereby release the employer and reference from any liability arising out of the reference, which is to be provided

Date: _____ Signature of Applicant: _____

Have you ever been convicted of a criminal offense for which a pardon has not been granted? Yes No

At Home Hardware Stores Limited we understand the importance of your personal privacy. We have instituted policies and procedures to ensure that any personal information that you provide to us is protected.

We will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.