

# HARDWARE SALES INC.

2034 JAMES STREET, BELLINGHAM, WA 98225

Phone: 360-734-6140 Fax: 360-734-0069

www.hardware-sales.net

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

Position Desired: \_\_\_\_\_

Type of Employment Desired: Full-time  Part-time  Long-term  Able to work Saturdays?

## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City, State, Zip

Permanent Address: \_\_\_\_\_  
Street City, State, Zip

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Years at this address: \_\_\_\_\_

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

Are you lawfully able to be employed in the United States? \_\_\_ Yes \_\_\_ No

Have you ever applied to this company before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your employer? \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

EDUCATION	<u>Name/Location of School</u>	<u>Subjects Studied</u>	<u>Did you graduate?</u>
High School	_____	_____	_____
College	_____	_____	_____

SPECIAL SKILLS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I WOULD LIKE TO WORK AT HARDWARE SALES BECAUSE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES (List below the names of three people not related to you whom you have known at least one year.)

Name	Address	Phone	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT HISTORY** (*List your last three employers, starting with the most recent.*)

<b>Employment Dates (Mo/Yr to Mo/Yr)</b> _____ to _____	<b>Job Title</b> _____	<b>Employer Name</b> _____
Supervisor: _____	Last Salary: _____	Address: _____
Duties: _____	Telephone: (____) _____	City, State: _____
Reason for Leaving: _____		

<b>Employment Dates (Mo/Yr to Mo/Yr)</b> _____ to _____	<b>Job Title</b> _____	<b>Employer Name</b> _____
Supervisor: _____	Last Salary: _____	Address: _____
Duties: _____	Telephone: (____) _____	City, State: _____
Reason for Leaving: _____		

<b>Employment Dates (Mo/Yr to Mo/Yr)</b> _____ to _____	<b>Job Title</b> _____	<b>Employer Name</b> _____
Supervisor: _____	Last Salary: _____	Address: _____
Duties: _____	Telephone: (____) _____	City, State: _____
Reason for Leaving: _____		

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Relationship</b>
_____	_____	_____	_____

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information. I further understand that Hardware Sales is a hire and fire at will organization."

_____	_____
<b>Applicant Signature</b>	<b>Date</b>

**\*\*\* PLEASE DO NOT WRITE BELOW THIS LINE\*\*\***

Interviewed by: _____	Date: _____
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PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment with Hardware Sales, I understand that investigative background inquiries are to be made on myself, including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Hardware Sales will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

I hereby consent to Hardware Sales obtaining the above information from any and all sources contacted. I understand that to aid in the proper identification of my file or records, the following information, as well as other information, is necessary.

Print First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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*Applicant Signature*

Prospective Employer:  
**Hardware Sales**  
2034 James Street  
Bellingham, WA 98225  
Phone: 360-734-6140