



*Ace Hardware – Alameda Station  
Broadway Marketplace  
417 South Broadway  
Denver, CO 80209-1517  
employment@AceAlamedaStation.com  
Fax: (303) 733-3399*

## **APPLICATION FOR EMPLOYMENT**

### **First, A Little About Ace Alameda Station**

**Ace Hardware – Alameda Station** is a privately-owned retail hardware store and a member of the Ace Hardware cooperative. Founded in Chicago in 1924, Ace Hardware Corporation has grown to become America's neighborhood hardware retailer. With more than 4,800 locations across the globe, Ace is the largest hardware cooperative in the world and for the past three years, Fortune Magazine has named Ace one of America's most admired companies.

Located just a stone's throw from the Alameda Light Rail Station in the Broadway Marketplace shopping center at the corner for South Broadway and West Alameda Avenue, Ace Alameda Station provides a convenient, helpful destination for the surrounding Denver neighborhoods and businesses. Ace Alameda Station provides a wide selection of hardware, plumbing, electrical, housewares, tools and paint as well as an outdoor lawn and garden center.

Ace Alameda Station aspires to be *The Helpful Place* for customers with friendly, helpful service and knowledgeable staff. The most valued quality in our team members is the strong desire to serve customers. While knowledge of the hardware business is certainly desirable, we also offer extensive training for our employees in do-it-yourself techniques and our specific selection of products. Most importantly, Ace Alameda Station strives to provide the best customer service of any home improvement destination.

We believe one of the great strengths of the greater Denver area is the diversity of its residents. Ace Alameda Station is an equal opportunity employer. We 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. Ace Alameda Station provides reasonable accommodation to assist in the hiring process and performance of essential job functions as required by federal, state and local laws.

### **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.

Return the completed application to the store manager, fax it to (303) 733-3399, e-mail an electronic copy to [employment@AceAlamedaStation.com](mailto:employment@AceAlamedaStation.com), or mail it to the store address. We will need a few days to review your skills and experience. In the meantime, please allow us to tell you what might happen next:

1. Interview with a store manager
2. Reference check

Questions may be e-mailed to [employment@AceAlamedaStation.com](mailto:employment@AceAlamedaStation.com). 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.

*PLEASE PRINT*

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How Did You Learn About This Position?  Web Site  
 Walk-In  Friend/Relative  Employment Agency \_\_\_\_\_  
 Advertisement \_\_\_\_\_  Other \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last Middle First

Address: \_\_\_\_\_  
Number/Street/Apartment City State Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

If you are under 18, can you furnish a work permit?  Yes  No

Are you legally authorized to work in the United States?  Yes  No  
(Proof of eligibility will be required upon employment)

Have you been convicted of a felony within the last 7 years?  Yes  No

If yes, please explain: (A conviction will not necessarily disqualify you from employment.)

Have you ever been employed by us or another Ace Hardware retailer?  Yes  No

If yes, when: \_\_\_\_\_ Where: \_\_\_\_\_

Do you have any relatives employed by our company?  Yes  No

If yes, when: \_\_\_\_\_ Where: \_\_\_\_\_

**AVAILABILITY**

Date you are available to work: \_\_\_\_\_

Do you wish to work:  Full-Time  Part-Time  Temporary

If temporary, specify dates available: \_\_\_\_\_

Please indicate hours you are available to work each day: (example 7am – 9pm)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

Wages desired: \$\_\_\_\_\_ per \_\_\_\_\_ Hours per week: \_\_\_\_\_

Can you travel if your job requires it?  Yes  No

**SKILLS & EXPERIENCE**

(Check all that apply)

- Electrical  Blade Sharpening
- Plumbing  Screen Repair
- Paint Mixing Machine  Point-of-Sale Terminal / Cashier
- Building Construction  Microsoft Word
- Key Cutting Machine  Microsoft Excel
- Lock Servicing  Intuit Quickbooks

Fluency in Foreign Languages: \_\_\_\_\_

List any other relevant qualifications you have that can be a benefit in this position:

\_\_\_\_\_

PLEASE PRINT

| EDUCATION   |                   |                 |         |       |
|-------------|-------------------|-----------------|---------|-------|
|             | Name and Location | Years Completed | Degree? | Major |
| High School |                   |                 |         |       |
| College     |                   |                 |         |       |
| Grad School |                   |                 |         |       |
| Other       |                   |                 |         |       |

| EMPLOYMENT HISTORY   |                |                |                     |  |
|--|----------------|----------------|---------------------|--|
| 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?  |                |                |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Employer (Latest first)  | Dates Employed | Salary History | Position 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):  | To:            | Final:         |                     |  |
| Telephone:   | Supervisor:    |                |                     |  |
| Name:  | From:          | Start:         |                     |  |
| Address (City/State/Zip):  | To:            | Final:         |                     |  |
| Telephone:   | Supervisor:    |                |                     |  |
| Additional sheets attached?  |                |                |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| REFERENCES   |               |                   |
|--|---------------|-------------------|
| Please list 3 professional references (not related to you) with contact 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? |

