



Monroe Hardware Co.

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

Date _____

PERSONAL:

Name _____ Soc. Sec. No. _____

Address _____
street city state zip

Telephone number _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No Dr. License # _____

Have you ever been refused a surety bond or had a bond revoked? _____

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

U.S. Military experience Yes No Branch _____ Reserve Status _____

Dates of Duty: From _____ To _____ Rank at Discharge _____

GENERAL:

How did you learn of this opening? _____

Have you worked here before? Yes No If yes, when _____

Number of days absent from work or school in the past 12 months _____

Position desired _____ Date you can start _____

Are you for any reason unable to perform the duties of the job for which your are applying?

Yes No If yes, please explain _____

Are you willing to work overtime as required? Yes No

EDUCATIONAL DATA:

EDUCATION	NAME & LOCATION OF SCHOOL City, State and Zip Code	ATTENDED				MAJOR SUBJECTS	DIPLOMA/ DEGREE
		From Mo. Yr.	To Mo. Yr.				
High School							
College/Univ.							
College/Univ.							
Other Training/Education							

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company? _____

Most Recent Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal.

I authorize the Monroe Hardware Company to make routine background investigations of any of the facts set forth in this application, which will provide pertinent information concerning my background, work performance, and credit standing, and I release the Company from any liability. Upon request, information as to the results of such inquiries, if made, will be provided.

I authorize any of the persons or organizations referenced in this application to furnish Monroe Hardware Company any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, and release all such parties from all liability for any damage that may result from furnishing such information to Monroe Hardware Company. I authorize Monroe Hardware company to request and receive such information.

All applicants will be required to undergo a drug screening test as a part of the employment process. An offer of employment will be withdrawn when the results of the drug screening test are positive for illegal drugs or for the presence of prescription drugs (such as barbiturates, amphetamines, opiates, etc.) unless the applicant has a current prescription and a valid medical reason for the use of such drugs.

I understand that employment at Monroe Hardware Company is "at-will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president in a signed writing has any authority to alter the foregoing.

Date _____

Applicant's Signature _____