

Application for Employment – Carr Hardware & Supply

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please print.

Personal Information

Name First	Middle	Last

Address	City	State	Zip

Telephone Number	Alternative Telephone Number

Are you 18 years of age or older? Yes No Valid Driver's License? Yes No

Are you legally authorized to work in the United States Yes No

NOTE: Proof of eligibility will be required within three working days of employment.

How did you learn about Carr Hardware and Supply Co. Inc.?

- Advertisement—Specify: _____ Employment Agency—Specify: _____
 Employee Referral—Which employee? _____ Other—Specify: _____

Can you perform the essential functions of the job with or without reasonable accommodation Yes No

List friends or relatives working for us: _____

Employment Desired

Position(s) Applied For	Date you can start	Salary Desired

Have you applied for a position with us before? No Yes—Specify date: _____

Have you ever been employed with us before? No Yes—Specify date and position: _____

Are you currently employed? No Yes If yes, can we contact your present employer No Yes

Are you currently on "lay-off" status and subject to recall? No Yes

On what date would you be available for work? _____

Are you available to work: Full-time Part-time All shifts Temporary

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Begin							
End							

We have multiple store locations that you may be considered for. These include Great Barrington, Lee, North Adams and Pittsfield in MA and Avon and Enfield in CT.

Employment History		List below your last 4 employers, starting with the most recent			
Dates	Name, Address of Employer	Phone Number	Position & Responsibilities	Reason for leaving	Supervisor

Education	Name & Location of School	Years Attended	Diploma/Degree
High School			
College/Trade or Business School			
Other Certifications			

References – Please provide the names of 3 persons not related to you, whom you have known at least one year.

Name	Business	Phone Number	Years Known

Professional Profile

Please answer all questions in this section. You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation or other protected status.

What are your main areas of professional interest?

Why do you want to work for Carr Hardware and Supply Co. Inc.?

What do you consider your top strengths and weaknesses?

Exams Portion

Math skills are a fundamental part of delivering outstanding customer service here at Carr Hardware. This next section is designed to evaluate your level of understanding.

Drill Bit Sizes

1. Which drill bit is larger $\frac{5}{16}$ or $\frac{3}{8}$?
2. Which drill bit is larger $\frac{1}{8}$ or $\frac{3}{16}$?
3. Which drill bit is larger $\frac{1}{2}$ or $\frac{1}{4}$?
4. Which drill bit is smaller $\frac{15}{64}$ or $\frac{7}{32}$?
5. Which drill bit is smaller $\frac{9}{64}$ or $\frac{7}{32}$?

Add the following

$$\begin{array}{r} \$7.59 \\ \$4.98 \\ + .98 \\ \hline \end{array} \quad \begin{array}{r} \$1.98 \\ \$42.21 \\ +\$8.43 \\ \hline \end{array}$$

Multiply the following

$$\begin{array}{r} 17.59 \\ \times .03 \\ \hline \end{array} \quad \begin{array}{r} 32.41 \\ \times \underline{\quad}7 \\ \hline \end{array}$$

Subtract the following

$$\begin{array}{r} 4.98 \\ -1.29 \\ \hline \end{array} \quad \begin{array}{r} 119.87 \\ -29.78 \\ \hline \end{array}$$

Determine the discount to be given and how much the customer s will pay after the 10% discount is deducted. Round off to the nearest cent.

Regular Price

10% Discount

Amount to be paid by the customer

\$15.49

\$21.17

A customer wishes to purchase a case of liquid cleaner. A bottle of cleaner sells for \$1.39 and a case holds 24 bottles. How much will we charge the customer for the full case? _____

How many sq ft in a 20' by 80' house? _____

How many of the five items listed are exact duplicates of the other?	
7362	7363
62735	63737
527182	527182
918264	918264
1628357	1638357
Number _____	

Applicant's Statement

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company, I agree to follow all rules and regulations of the Company as they develop and change.

I allow the Company to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes.

I release Carr Hardware and Supply Co. Inc. from liability for collecting information about me and using it to make employment decisions.

If I become employed by the Company, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by the CEO of the Company.

I agree that if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant

Date

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