



**ACE HARDWARE
AND LUMBER CENTER**

186 West Athens Street/ PO Box 547 • Winder, Georgia 30680 • (770) 867-3925

275 Athens Highway SW • Loganville, Georgia 30052 • (770) 466-1991

TOBACCO POLICY

We want to provide our employees and customers with a safe, clean, healthy environment in which to work and shop. To assist in accomplishing this, Hill’s Ace Hardware facilities are tobacco free. Hill’s employees are not allowed to smoke or use other tobacco products anywhere on company property. This area includes company parking lots and company owned vehicles. Employees are not allowed to leave the premises while on the clock to take “smoke breaks”.

DRUG POLICY

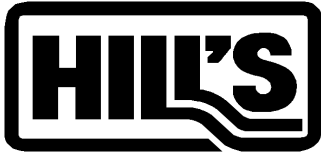
Note: Hill Supply Co., in partnership with the state of Georgia, area law enforcement agencies, and the Barrow County Chamber of Commerce, promotes a drug-free work place. All Hill’s job applicants are subject to an alcohol/drug test. After employment, employees are subject to a drug test for reasonable suspicion/cause, post-accident, and random drug tests. If you have an alcohol/drug abuse problem, please do not waste your or our time by applying. If you have a problem, Hill’s can refer you to an assistance program at your written request. The following statement must be signed before considering an application.

I, _____ state that I have no alcohol/drug abuse problem and do not use illegal drugs. I understand and consent to pre-employment drug tests and random drug testing as requested by Hill’s Supply Co. to promote a safe, secure, drug-free work place.

Applicant’s signature _____

Applicant’s printed name _____

Date _____



APPLICATION FOR EMPLOYMENT

It is our policy to provide equal employment opportunities and will not unlawfully consider any factors of race, age, creed, national origin, gender or disability with regard to workers or applicants.

TO BE CONSIDERED FOR EMPLOYMENT, ALL APPLICANTS MUST FILL OUT THIS FORM COMPLETELY. THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE EMPLOYED BY OUR COMPANY. THIS FORM BECOMES A PART OF YOUR PERMANENT EMPLOYMENT RECORD IF YOU ARE HIRED. THIS APPLICATION IS ONLY VALID FOR 30 DAYS.

PERSONAL INFORMATION

Name (including first, middle and last names):		Home Phone:	
Present Address (including city, state, zip):			
		Are you over 18?	
If you have lived at above address less than 12 months, list previous address (including city, state, zip):			
Have you worked or do you have work experience or education under a different name? If so, please list (including first, middle and last names):			
Can you supply documentation of your identity and authorization to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> no			
Are you at least 18 years old? <input type="checkbox"/> yes <input type="checkbox"/> no		If not, can you obtain a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> no	
Have you ever been convicted or plead guilty or not contest to any criminal offense? (Criminal convictions are not an automatic ban from employment but will only be considered in relation to specific job requirements). <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, state the offense, location, date and disposition, and any other circumstances or rehabilitation.			

WORK INTEREST

Position applied for:	Type of employment: <input type="checkbox"/> Full time <input type="checkbox"/> Part time Other _____	Hours/Days available:	Minimum salary:	Earliest available date:
Please indicate the hours you would be willing to work whenever scheduled or requested: Overtime <input type="checkbox"/> yes <input type="checkbox"/> no Weekends <input type="checkbox"/> yes <input type="checkbox"/> no Holidays <input type="checkbox"/> yes <input type="checkbox"/> no Rotation <input type="checkbox"/> yes <input type="checkbox"/> no				
Have you ever filed an application with our company before? <input type="checkbox"/> yes <input type="checkbox"/> no		When?	Where?	
Have you ever been interviewed by our company before? <input type="checkbox"/> yes <input type="checkbox"/> no		When?	Where?	
Briefly state your reasons for interest in employment with our company or any other comments with regard to work interest:				
Do you have your own reliable transportation? <input type="checkbox"/> yes <input type="checkbox"/> no				
If the position requires travel, do you have a valid drivers license? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, DL# _____ State: _____				
Have you been convicted or plead guilty to any traffic violations in the past 3 years? <input type="checkbox"/> yes <input type="checkbox"/> no				
Are you currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no		May we inquire of your current employer? <input type="checkbox"/> yes <input type="checkbox"/> no		

List the names of employers in consecutive order with present or last employer listed first. Account for all periods, including military services. If self-employed, give firm name and supply additional references. **PLEASE GIVE BOTH MONTH AND YEAR.**

WORK HISTORY

Name of Employer:		Dates Employed:		
Address:		From:	Mo.	Yr.
Telephone		To:	Mo.	Yr.
Your Title:	Pay:		Starting:	
Nature of Business:		Ending:		\$
Name/Title of Supervisor:		Reason for Leaving:		
Duties:				
Name of Employer:		Dates Employed:		
Address:		From:	Mo.	Yr.
Telephone		To:	Mo.	Yr.
Your Title:	Pay:		Starting:	
Nature of Business:		Ending:		\$
Name/Title of Supervisor:		Reason for Leaving:		
Duties:				
Name of Employer:		Dates Employed:		
Address:		From:	Mo.	Yr.
Telephone		To:	Mo.	Yr.
Your Title:	Pay:		Starting:	
Nature of Business:		Ending:		\$
Name/Title of Supervisor:		Reason for Leaving:		
Duties:				
Name of Employer:		Dates Employed:		
Address:		From:	Mo.	Yr.
Telephone		To:	Mo.	Yr.
Your Title:	Pay:		Starting:	
Nature of Business:		Ending:		\$
Name/Title of Supervisor:		Reason for Leaving:		
Duties:				
Name of Employer:		Dates Employed:		
Address:		From:	Mo.	Yr.
Telephone		To:	Mo.	Yr.
Your Title:	Pay:		Starting:	
Nature of Business:		Ending:		\$
Name/Title of Supervisor:		Reason for Leaving:		
Duties:				

Please explain all periods of unemployment: _____

Have you ever been disciplined associated with theft? _____ Yes _____ No
 If yes, please explain: _____

Have you ever been terminated from employment? _____ Yes _____ No
 If yes, please explain: _____

Have you ever served in the military? _____ Yes _____ No
 Branch of Service: _____ Date Entered: _____ Date Separated: _____
 Final Rank: _____ Are you a member of a reserve organization? _____

EDUCATION

List All Schools Attended	Name & Address of School	No. of Years	Graduated?	Degree or Type of Diploma	Major Course of Study
High School					
College/University					
College/University					
Graduate School					
Business/Technical					
If you have not graduated from high school, do you have a GED? _____ yes _____ no					
No. of test _____ Date of test _____ Place taken _____					
If you went to college but did not graduate, how many credit hours are needed for your degree? Associate _____ Bachelor _____					
List any scholarships, academic honors, awards or special achievements:					
List languages which you speak proficiently:					
List languages which you read proficiently:					

CERTIFICATIONS/LICENSES

Type	Agency or State Issued	Date Issued	Number

REFERENCES

Name	Address	Phone	Occupation

SPECIAL SKILLS

OFFICE	Typing wpm:	Shorthand wpm:	Speed writing wpm:
Data entry: <input type="checkbox"/> yes <input type="checkbox"/> no	10-Key: <input type="checkbox"/> yes <input type="checkbox"/> no	Calculator: <input type="checkbox"/> yes <input type="checkbox"/> no	Fax: <input type="checkbox"/> yes <input type="checkbox"/> no
COMPUTER	Hardware:	Software:	Other Computer Training:

List those skills and abilities (personal skills, qualities, work style, interpersonal ability, communication, etc.) you feel particularly qualify you for a position with us:

ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT

Affidavit

Initials:

_____ I certify that the answers given by me to the foregoing questions and statements on the employment application and/or during the employment interview process are true and correct without any consequential omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void and, if employed, would be cause for my termination. I further agree that the Company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application.

_____ I understand that the pre-employment screening process may include a written honesty test, a consumer credit report, a motor vehicle report and/or a criminal background report. I authorize the use of these reports in my pre-employment screening process.

_____ I understand that this application is designed for use with several types of jobs and some questions may not be completely applicable to the position for which I am applying.

_____ I authorize the companies, schools, persons or entities given during the employment process, and the employer (if employed), while employed, or during internal investigations, as references or past employers or affiliations, to give any information regarding my employment, character, qualifications, certifications and licenses, and hereby release said companies, schools, persons or entities from all liability for any damage for issuing this information. A favorable result may be a condition of employment, commencement, or continuation of any employment duties where elements are job-related.

_____ I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on the medical examination and/or drug and alcohol test would be a condition of my employment or commencement of any employment duties.

_____ I realize that operating conditions may require me to work shifts or work hours scheduled other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor or the management.

_____ I understand that my employment is not for a specified or definite term and that I may resign, or I may be discharged, at any time, for any reason, with or without good cause and with or without prior notice. I further understand that this policy cannot be changed or amended except by written agreement signed by me and by a corporate officer. I understand that this is an application for employment and that no employment contract is being offered.

_____ I understand that only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.

_____ My employment shall be in accordance with the terms of this application, all safety and incident reporting rules, and all other Company rules and regulations. The Company shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations and will abide and be bound by the rules and regulations now or hereafter in effect.

Signature: _____

Date: _____

Printed Name: _____