



E&S Hardware and Supply, Inc.

Application for Employment

360 Shelley Street, Suite "B", Springfield, Oregon 97477

Main Phone: 541-747-1773 Fax: 541-746-7807

Web Address: www.eandshardware.com

POSITION FOR WHICH YOU ARE APPLYING:							
Check all that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/>							
Last Name			First Name			Middle Initial	
Mailing Address			City			County	
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.	E-Mail Address		
Driver's License #		State	Expiration Date	<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL (copy needed of license & medical card)		License Class Endorsement	

FELONY CONVICTIONS

Have you ever been convicted of a felony since your 18th birthday? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense</i> <i>Name & Location of Court</i> <i>Date of Conviction</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer</i> <i>Date and Reason</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, are you authorized to work in the United States? <i>For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

Name	Telephone Number	For Office Use Only: Date and Time Received
		Accepted by: []

EXPERIENCE

Do you have any experience with commercial bid documents? <i>(reading plan pages, take-off, detailing projects and/or project management)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Give a brief description of your experience relating to this position: <hr/> <hr/> <hr/> <hr/>
Do you have any experience or knowledge with commercial hardware? <i>(estimator, warehouse, or installer)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have experience with manufacturing doors, frames, or hardware? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION AND TRAINING

ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Did you graduate from High School or obtain a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: Location:
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RELATED SPECIAL TRAINING (CORRESPONDENCE, BUSINESS, TRADES, VOCATIONAL, ARMED FORCES SCHOOLS, ETC.)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

COLLEGES AND UNIVERSITIES ATTENDED (UNDERGRADUATE & GRADUATE)

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Type of Degree Earned (e.g.BA/BS)	Major	Minor
	From	To	Semester	OR Quarter			

RELATED LICENSES (provide original)

Professional License Issued By	Field/Trade Specialization	License Number	Issue Date	Expiration Date

COMPUTER SKILLS

<input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Typing ____ wpm <input type="checkbox"/> Comsense Opening Suite <input type="checkbox"/> QuickBooks <input type="checkbox"/> Other software _____
Also include specific software experience in your job descriptions. Please provide copies of any PC skills exams and certificates of courses completed.

EMPLOYMENT HISTORY (Continued)

3	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)		
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer		Hours per Week	Name & Title of Immediate Supervisor		Telephone Number
Reason for Leaving					
Title of Position Held				Number & Job Title of Employees you Supervised	
Describe job responsibilities in order of importance:					

4	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)		
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer		Hours per Week	Name & Title of Immediate Supervisor		Telephone Number
Reason for Leaving					
Title of Position Held				Number & Job Title of Employees you Supervised	
Describe job responsibilities in order of importance:					

CONDITIONS OF EMPLOYMENT STATEMENT

I declare that my answers to the questions on this application and any necessary examinations and supplements are true and give the E&S Hardware and Supply, Inc. the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, credential verification, personal identity verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations, and other references furnishing such information in good faith.

This application will be deemed "current" for 90 days from the date below, after which I will need to submit and updated application if I still wish to be considered.

Employment with E&S Hardware is at-will. I understand that, if I am offered and accept a position, I will be employed on an "at-will basis" subject to termination at any time with or without cause.

I have, and will continue to, request any accommodations I deem necessary to complete the application and pre-hire evaluation process.

I understand that the completion of this application does not assure me of a position with E&S Hardware and Supply, Inc. and does not obligate E&S Hardware to me in any way. I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible applicants and/or subject me to dismissal.

By my signature, I certify, authorize and acknowledge the above statements.

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Signature

Date

(Unsigned applications will not be considered)