



Western Ohio True Value Hardware

Employee Application

Notice to Applicants: This application form represents the minimum information required to be considered for a job at Western Ohio True Value Hardware. A complete packet may include an employment application, resume, letter of interest and transcripts. Western Ohio True Value Hardware does not discriminate on the basis of gender, race, color, national origin, religion, age, disability, sexual orientation, marital status, or ancestry in any of its policies, practices, procedures and employment.

* Required

PERSONAL DATA	
*First Name:	*Last Name:
Social Security # (optional):	*Email Address:
*Address:	*City:
*State:	*Zip:
*Phone Number:	*Can work Full Time or Part Time?
Date available for employment:	
Are you related to any True Value Employees?	
If yes, indicate: Name, Position, and Relationship to you:	
Have you been convicted of a felony?	
If convicted of a felony, please explain:	
EDUCATION	
High School:	Years Completed:
Post Secondary:	Coarse of study:
College or University:	Coarse of study, Degree:
Other Education:	Coarse of study, Degree:

EMPLOYMENT HISTORY (Most Recent First)	
Company:	Dates:
Address:	Phone:
May we contact your supervisor/employer?	
May we contact you at work?	
Job title and duties:	
Company:	Dates:
Address:	Phone:
May we contact your supervisor/employer?	
May we contact you at work?	
Job title and duties:	
Company:	Dates:
Address:	Phone:
May we contact your supervisor/employer?	
May we contact you at work?	
Job title and duties:	

Company:	Dates:
Address:	Phone:
May we contact your supervisor/employer?	
May we contact you at work?	
Job title and duties:	

REFERENCES

Please list three professional references that have knowledge of your professional experience and who are in a position to evaluate your ability to perform the job that you are applying for.

Name:	Occupation:
Address:	Phone:
Name:	Occupation:
Address:	Phone:
Name:	Occupation:
Address:	Phone:

I certify that the information I have provided on this application is true, accurate and complete to the best of my knowledge.

I understand that any false statement, misrepresentation or willful omission of facts may prevent my being hired or, if hired, may cause termination from employment.

I understand that this application and records become the property of the Institute which reserves the right to accept or reject them.

I authorize the Institute and to conduct work history, personal reference, motor vehicle records checks or other person giving or receiving any such information.

If hired, I will provide a medical and health history.

If hired I agree to observe all rules, regulations and policies of the Institute.

X _____

Date: _____

Extra Information From High School and College Students

Extra-Curricular Activities

Activity Name:	Dates:	To
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	Time:	
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Notes: Please give all information available for proper evaluation

Activity Name:	Dates:	To
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	Time:	
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Notes: Please give all information available for proper evaluation

Activity Name:	Dates:	To
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	Time:	
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Notes: Please give all information available for proper evaluation

Other Notes: