



2845 North Scottsdale Road Scottsdale, Arizona 85257
 (480) 947-7281 Fax: (480) 941-5621
 www.paulsacehardware.com

EMPLOYMENT APPLICATION

Scottsdale (Two locations) - Fountain Hills - Tempe - Gilbert

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. To help ensure a safe and healthful working environment a drug test is conducted as part of our employment screening.

(PLEASE PRINT)

PERSONAL INFORMATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE INITIAL</u>	<u>SOCIAL SECURITY NUMBER</u>
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<u>CURRENT ADDRESS</u> <u>CODE</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
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<u>PHONE NUMBER</u>	<u>E-MAIL ADDRESS</u>	<u>REFERRED BY</u>
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<u>PREVIOUS ADDRESS</u> <u>CODE</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
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EMPLOYMENT DESIRED

<u>POSITION</u>	<u>DATE YOU CAN START</u>	<u>SALARY DESIRED</u>
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ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
COLLEGE/TRADE SCHOOL				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, ETC.

HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THE PAST SEVEN YEARS? YES NO
 IF SO, PLEASE DESCRIBE BELOW. INCLUDE INCIDENT, CITY/STATE, and CHARGE. (CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS, FACTORS SUCH AS AGE AT TIME OF THE OFFENSE, REMOTENESS OF THE OFFENSE, TIME SINCE LAST CONVICTION, NATURE OF THE JOB SOUGHT AND REHABILITATION EFFORT WILL BE REVIEWED.)

NAME OF APPLICANT: _____

REFERENCES (List below three persons not related to you, whom you have known at least one year)

1.	_____	(_____) _____	_____
	NAME	PHONE NUMBER	YEARS KNOWN

	ADDRESS		
2.	_____	(_____) _____	_____
	NAME	PHONE NUMBER	YEARS KNOWN

	ADDRESS		
3.	_____	(_____) _____	_____
	NAME	PHONE NUMBER	YEARS KNOWN

	ADDRESS		

EMPLOYMENT EXPERIENCE (Start with your present job)

_____	_____	_____
<u>EMPLOYER</u>	<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>

<u>ADDRESS</u>		

<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>

<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>	

_____	_____	_____
<u>EMPLOYER</u>	<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>

<u>ADDRESS</u>		

<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>

<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>	

_____	_____	_____
<u>EMPLOYER</u>	<u>TELEPHONE NUMBER</u>	<u>DATES EMPLOYED (FROM / TO)</u>

<u>ADDRESS</u>		

<u>JOB TITLE</u>	<u>HOURLY RATE/SALARY STARTING/FINAL</u>	<u>SUPERVISOR</u>

<u>WORK PERFORMED</u>	<u>REASON FOR LEAVING</u>	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

SIGNATURE OF APPLICANT _____ DATE _____

**DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING PROCUREMENT OF A CONSUMER REPORT AND
RELEASE AUTHORIZATION**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment. This report will be processed by: Personnel Profiles Employment Screening, PO Box 2070, Phoenix AZ 85001, (480) 807-5191.

I. In connection with my application for employment, I understand that a consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record education, credentials, credit, and references.
If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information.

III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.

IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Paul's Scottsdale Hardware, Inc. or its agent, to furnish the information described in Section I.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

PLEASE PRINT YOUR FULL NAME (Last, First, Middle)

DATE OF BIRTH

PLEASE PRINT OTHER NAMES YOU HAVE USED

SOCIAL SECURITY NUMBER

HOME ADDRESS

CITY

STATE

ZIP CODE

DRIVERS LICENSE NUMBER

STATE ISSUING LICENSE

NAME AS IT APPEARS ON LICENSE

SIGNATURE OF APPLICANT

DATE

SCHEDULING RESTRICTIONS

Paul's Scottsdale Hardware, Inc./Paul's Ace Hardware is a retail operation open seven days per week. The current hours of operation for our store locations are:

SCOTTSDALE STORE

Mon – Sat 7:00am to 7:30pm
Sun 8:00am to 6:00pm

FOUNTAIN HILLS STORE

Mon – Sat 7:00am to 7:00pm
Sun 8:00am to 6:00pm

Contractors Desk:

Mon – Fri 6:00am to 4:00pm
Sat 7:00am to 12:00pm

TEMPE STORE

Mon – Sat 6:30am to 7:00pm
Sun 8:00am to 5:00pm

GILBERT STORE

Mon – Sat 7:00am to 8:00pm
Sun 8:00am to 6:00pm

McDONALD STORE

Mon – Sat 7:30am to 7:00pm
Sun 8:00am to 6:00pm

Please list any scheduling restrictions you have:

SIGNATURE OF APPLICANT

DATE



Name: _____

Date: _____

PRESCREEN QUESTIONNAIRE

Submit this completed questionnaire with your application and/or resume'.

Describe when you provided customer service that exceeded expectations.

Describe when you had difficulty assisting a customer. What happened and how was it resolved?

Describe your professional relationship with your current or most recent employer.

**VOLUNTARY SELF-IDENTIFICATION
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

Paul's Scottsdale Hardware, Inc. is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Please return this page with your application.

PLEASE PRINT

Position applied for: _____ Date: _____

Name: _____ Social Security # _____

Sex: (Circle appropriate response) Male Female

Date of birth: _____ Applicant's zip code: _____

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

_____ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

_____ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Signature _____

Thank you for your cooperation.



Attention Applicant

KEEP THIS PAGE

*Thank you for your interest in employment
with Paul's Ace Hardware.*

**Your application will be on file with us for 60 days.
For information on job openings or a status on your application
please contact:
Catherine Rice
Human Resources Manager**

**480-947-7281
(Voice mail) 480-449-8578**

www.paulsacehardware.com

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

• **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051