



APPLICATION FOR EMPLOYMENT

Tel. (808) 266-1133 Fax (808) 266-1090

Kailua 30 Kihapai St. Kailua, HI 96734
Mapunapuna 704 Mapunapuna St. Honolulu, HI 96819
Kapolei 110 U'u Pl. Kapolei, HI 96707
Kaua'i 3465 Waikomo Rd. Koloa, HI 96756

Please **PRINT** your answers to all questions.

Date: _____

Position applied for: _____

Full or Part-Time: _____

At: Kailua Store Mapunapuna Store Kapolei Store
 Kauai Store Kapolei Distribution Center

**Drop off your application at any of our stores or send it
 Attn: Human Resources to:**

Mail: Hardware Hawaii. 30 Kihapai Street. Kailua, HI 96734
 Fax: (808) 266-1090
 eMail: hh_humanresources@hardwarehawaii.com

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, creed, age, sex, religion, national origin, ancestry, disability, sexual orientation, marital status or other categories protected by law.

Note: Substance Abuse Testing and Background Checks are part of the application process.

Personal Information

Last name _____ First name _____ Middle initial _____

Street address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Date available to start _____ or ASAP

Were you previously employed by us? Yes No If yes, when _____ Rate of pay expected _____ per hour

Are you unable to work on any particular day(s) or hours? Yes No If yes, please specify days and times:

List any important job qualifications you may have: _____

List any friends or relatives working for us: _____

Do you have a valid drivers license? Yes No Are you at least eighteen years of age? Yes No

Can you provide proof that you are legally eligible to work in the United States by producing a Social Security card? Yes No

Level of education	Name of school	Graduate?	# of Years	G.P.A.
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade/Technical		<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any academic achievements

Local References

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

Employment History

Begin with last or present position, include military service.

Employer 1		Employer 2		Employer 3	
Address		Address		Address	
Type of business		Type of business		Type of business	
Dates worked		Dates worked		Dates worked	
Starting pay	Ending pay	Starting pay	Ending pay	Starting pay	Ending pay
Job Title/Duties		Job Title/Duties		Job Title/Duties	
Reason for leaving		Reason for leaving		Reason for leaving	
Supervisor name and ph#		Supervisor name and ph#		Supervisor name and ph#	

May we contact the employers listed above? Yes No If no, indicate which ones you do not wish us to contact.

Why do you want to work at Hardware Hawaii? _____

Why do you think we should hire you? _____

TO BE COMPLETED BY ALL APPLICANTS:

I certify that the information contained in this application is correct to the best of my knowledge and understand that any deliberate falsification or omission of information is grounds for automatic dismissal in accordance with Hardware Hawaii's policy. I consent to and authorize the Company to make a full and complete investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, government agency or other entity to provide the Company with any information of any sort (including fact or opinion) they may have regarding me. In consideration of the Company's review of this application, I release the Company and all providers of any information from any liability as a result of furnishing and receiving this information. I understand and agree that if offered employment by the Company, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by the Company. If employed by the Company, I further authorize the Company to provide truthful information regarding my employment to any potential or future employer and release and waive any claims against the Company for truthfully communicating any such information to a potential or future employer. I understand that no representative of the company except the Owner/President, has the authority to enter into any agreement of employment for any specified period of time, nor am I obligated to work for the company for a specified period of time. The Owner/President's agreement must be in writing.

I understand that this firm is an equal opportunity company dedicated to a policy of non-discrimination in employment on any basis, prohibited by law, including but not limited to race, color, age, sex, religion, national origin, marital status, sexual orientation, arrest or court record, or disability. I agree to perform the job duties as outlined in the work description and I understand that if I am employed, such employment is not a contract for personal service and that the company can change wages, benefits and conditions at any time. I further agree that such employment is for an indefinite period of time and can be terminated by the company or myself at any time with or without notice and with or without cause or reason.

Applicant's Signature _____ **Date** _____

TO BE COMPLETED BY APPLICANTS FOR CASHIER, INVENTORY CONTROL CLERK OR SUPERVISORY/ MANAGEMENT POSITIONS:

I understand and agree that a consumer credit report may be made concerning my character, reputation, credit worthiness, credit standing, personal characteristics and mode of living. I hereby consent to and authorize that such a report will be made which may include information regarding my credit. A copy of this report will be provided to me if results from the report directly or adversely affect my employment.

Applicant's Signature _____ **Date** _____

Note: This application will be kept current for 60 days. You will need to submit a new application thereafter.