

CRAMER'S HOME CENTERS

Application for Employment



We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Date _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP _____

Phone _____ Best Time to Contact You _____

Date Available _____ Social Security No. (voluntary) _____ Desired Salary _____

Position Applied for _____

Are you available to work: Full Time ___ Please indicate 1 2 3 Shift _____ Part Time ___ Please indicate _____ Morning _____ Afternoon _____ Evenings _____
 Temporary ___ Please indicate dates available _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for or applied with this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain _____

If under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Do any of your friend or relatives, other than spouse, work here? YES NO If yes, who? _____

EDUCATION

High School _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

College _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

REFERENCES

Please list three professional references. Do not include family members or past supervisors.

Full Name	Best Time to Call
Occupation	Phone ()
Full Name	Best Time to Call
Occupation	Phone ()
Full Name	Best Time to Call
Occupation	Phone ()

EMPLOYMENT EXPERIENCE

Company _____ Phone () _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact for a reference? YES NO

Company _____ Phone () _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact for a reference? YES NO

Company _____ Phone () _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact for a reference? YES NO

APPLICANT'S STATEMENT

I certify that my answers 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.

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 such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information in my application or interview may result in discharge.

Signature _____

Date _____

ESSENTIAL JOB FUNCTIONS

Our retail operation has several different types of positions. Each type has essential job functions listed below. Please respond to the questions listed under the type(s) of job(s) for which you are applying. You may apply for and be interviewed for more than one type of job.

STORE SALES CLERK

1. Can you walk and stand on the job for extended periods of time -- possibly up to 10 hours? Yes No
2. Can you consistently lift items that weigh up to 80 pounds? Yes No
3. Can you frequently bend, squat, reach, lift, carry, push and pull which will be necessary when unloading trucks or stocking merchandise items? Yes No
4. Can you work around products such as lawn chemicals, paints, solvents, pool chemicals, chemical cleaners and thinners? Yes No
5. Have you had any previous experience in selling or in dealing with people in sales related situations? Yes No
6. Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes No

WAREHOUSE/OUTSIDE YARD/DELIVERY POSITIONS

1. Can you consistently lift items weighing up to 80 pounds? Yes No
2. Have you ever operated motorized equipment such as forklifts? Yes No
3. Do you have a valid driver's license? Yes No
4. Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when loading or unloading trucks and stocking merchandise? Yes No
5. Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes No
6. Can you work handling lawn chemicals, paints, solvents, pool and cleaning chemicals and thinners? Yes No

OFFICE/CLERICAL/CASHIER

1. Do you have experience in handling payroll, accounts payable, accounts receivable, or general ledger on a manual or computerized system? Yes No
2. Do you have experience working a cash register or handling cash transactions? Yes No
3. Have you ever been required to make cash bank deposits for a business? Yes No
4. Can you work Saturdays, Sundays, and evenings if it is a requirement of the position? Yes No

PLEASE ADD ANY COMMENTS OR ADDITIONAL INFORMATION YOU FEEL IS APPLICABLE.

I understand that this company is legally permitted to require a physical examination as a condition of employment once a job offer has been made. I certify that my responses above are true and correct and that I know of no limitations which would prevent me from performing the essential job functions.

Signature _____

Date _____