

APPLICATION FOR EMPLOYMENT

Thank you for your interest in joining our team! As a company, we recruit, hire, recognize, reward, coach, and embrace the following core values:

- **Service** – Amaze our customers, associates, and communities by delivering on our helpful promise.
- **Passion** – Showing our love for the work we do, our customers, and our associates.
- **Respect** – The humble appreciation that every person is unique and valued.
- **Integrity** – An authentic commitment to moral and ethical behavior.
- **Teamwork** – Together we can achieve extraordinary things.
- **Excellence** – A disciplined approach to achieve outstanding results through continuous improvement.

If this feels like the right environment for you, please complete the application.

PERSONAL INFORMATION	Date: _____
Name _____	
Last	First
Middle Initial	
Address: _____	
Street	City
State	Zip
Email Address: _____	
Home Phone: _____	Alternative Phone: _____
For reference purposes—if you have ever used another names, state name and dates: _____	
Are you legally authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>	
List friends or relatives working for us: _____	
Referred by: _____	
Can you perform the essential functions of the job with or without a reasonable accommodation? YES <input type="checkbox"/> NO <input type="checkbox"/>	

EMPLOYMENT DESIRED																								
Position desired? _____ Date you can start? _____ Salary desired? _____																								
Have you ever been employed by us? If yes, when and where? _____																								
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, can we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>																								
Please list your availability throughout the week including beginning and ending times. Any offer extended will be based on the availability listed below.																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>Begin</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>End</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Begin								End							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																	
Begin																								
End																								



WORK EXPERIENCE		List below last four employers, starting with current or most recent			
Date (Month & Year)	Name, Address and Phone Number of Employer	Salary	Position	Reason for Leaving	Supervisor's Name
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

EDUCATION	Name & Location of School	Years Attended	Diploma/Degree
High School			
College/Trade or Business School			
Certifications/ Language Skills			

REFERENCES

Provide below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Phone #	Years Known
1. _____				
2. _____				
3. _____				

CONDITIONS & RELEASE

I authorize the Company to verify all statements contained in this application and to make any necessary reference checks excluding any present employer(s). I further understand all offers of employment are contingent upon completion of a satisfactory background check.

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on the application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

Signature of Applicant Date

Westlake Hardware, Inc. is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.