



# Job Application

To All Applicants:

Uptown Hardware Inc is a local, family owned business that was founded over 60 years ago. We provide an environment that encourages the best people to succeed. We support personal advancement and accomplishments, and we are always looking for talented, hard working people to join our team.

All Uptown Hardware Team Members must be able to:

- lift 50 lbs. (i.e. soil, sand, and bags of cement).
- stand for long periods of time (we have 8 hour shifts on concrete floors).
- work on weekends, evenings and/or holidays, out of fairness for all team members.

Additionally, all Uptown Hardware Team Members must:

- have a positive, can-do attitude.
- display honesty and integrity.
- have the ability to follow direction well.
- show respect and kindness for everyone despite any situation.
- have the ability to go above and beyond to help customers.
- be on time, if not early for your shift.
- do what they are supposed to do even if no one is around, because it's the right thing to do.
- do well with multitasking.

This application process will take approximately 20 minutes to complete, and must be filled out entirely. Please note, the completion of this application does not guarantee employment.

*\*Please include a resume, if one is available\**

Thank you!

The Uptown Hardware Family

**Job Application**

Location you are applying for (circle one): PEARL WOODSTOCK EITHER

**Personal Information**

Last	First	MI	Today's Date	Phone		
Street Address			City	ST	Zip	Email
May we contact your present employer?			Are you 18 or older?		Website (optional)	
Are you related to anyone who worked or has worked for Uptown Hardware Inc? If yes, please list name.			How long have you lived in the Portland area?			
Do you have retail experience?			Have you ever worked in a hardware store?			
Please list your hobbies/interests relevant to working at a hardware store:			Please circle days of the week you are available to work: SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY			
Current Salary:	Salary Required:	What position are you applying for?	When are you available to start?	How did you hear about this position?		

**Professional References**

*(Please, no friends/relatives)*

	Reference One	Reference Two	Reference Three
Name			
Address			
Phone			
Relationship to You			
Number of Years Acquainted			

**Prior Work Experience**

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Phone			
Name of Immediate Supervisor			
Dates of Employment	From                  To	From                  To	From                  To
Position/Job Title			
Salary / Wage			
Reason for Leaving			
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Education**

	Name/Location	Last Year Completed	Degree/Certificate	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School / Other				

**Job Application - continued**

Are you willing and able to lift 50 lbs. (i.e. soil, sand, and bags of cement)? YES NO

Are you willing and able to stand for long periods of time (8 hour shifts, concrete floors)? YES NO

Are you willing and able to work on weekends, evenings and/or holidays? YES NO

Describe the duties and responsibilities of your most recent job:

Describe a recent experience in which you did a good job, and how you knew you'd done a good job.

What do you want in a job?

Describe a recent work experience that was negative. How did you deal with that situation? What would you do differently?

Describe a project in which you were involved in a team effort. What specific contributions did you make?

Describe a project where you were required to work alone. What were your responsibilities and accomplishments?

How would you respond to a customer looking for something we didn't have in stock?

List any applicable special skills, training or proficiencies.

What specific strengths and abilities make you a good fit for this store?

Is there is anything else you'd like us to know?

By signing, I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts is cause for immediate dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and/or salary, be terminated without any previous notice. I understand drug testing and a background check may be a requirement if hired. I understand that this is not a contract between Uptown Hardware and myself.

Signature

Date