



# **russell hardware company**

bloomfield hills / harbor springs

## **APPLICATION FOR EMPLOYMENT**

**NOTICE TO APPLICANTS:** Federal and State laws require that all applicants be considered without regard to race, religion, color, age, sex or national origin. This company is an Equal Opportunity Employer.

**FOR THIS APPLICATION TO BE CONSIDERED YOU MUST FILL IN ALL INFORMATION. DO NOT LEAVE ANY AREAS BLANK EVEN IF YOU HAVE A RESUME. BE SURE TO SIGN ALL AREAS OF THIS APPLICATION WHERE YOUR SIGNATURE IS REQUIRED.**

**MISREPRESENTATION OF ANY FACT OR QUALIFICATION ON THIS APPLICATION, ON YOUR RESUME OR DURING A PRE-EMPLOYMENT INTERVIEW MAY BE REASON FOR DISCHARGE SHOULD YOU BECOME EMPLOYED BY THE COMPANY.**

SOCIAL SECURITY # \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

PRESENT ADDRESS: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

TELEPHONE # \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

**If box is checked, please complete this section.**

**Due to the nature of our business and the position you are applying for, you are required to have a valid driver's license and be insurable by the company's insurance carrier. In order to process Michigan's Motor Vehicle Request Form, please provide:**

Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**GENERAL INFORMATION**

How did you hear of this position? \_\_\_\_\_

Have you worked with us before? \_\_\_\_\_

When will you be available to start work? \_\_\_\_\_

Specify Hours Desired: Part-Time ( ) Full-Time ( )

Sun:\_\_\_\_ Mon:\_\_\_\_ Tues:\_\_\_\_ Wed:\_\_\_\_ Thurs:\_\_\_\_ Fri:\_\_\_\_ Sat:\_\_\_\_

Expected starting salary: \_\_\_\_\_ per hour/or \_\_\_\_\_ per week

**EDUCATIONAL HISTORY**

Did you graduate from High School? ( ) Yes ( ) No

Name of High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

If you did not graduate from high school, do you have a G.E.D. diploma: ( ) Yes ( ) No

Do you have any college education? ( ) Yes ( ) No Years Completed: 1 2 3 4 5

Name of College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No Associates ( ) Bachelors ( ) Masters ( )

What was your Major/Minor/area of study? \_\_\_\_\_

Do you have any Trade School education? ( ) Yes ( ) No

Name of Trade School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No

What was your course of study? \_\_\_\_\_

Explain any other specialized training or schooling you have received which are applicable to the position for which you are applying. \_\_\_\_\_

**PERSONAL AND/OR PROFESSIONAL REFERENCES (Minimum of three - Do not list relatives)**

NAME	RELATIONSHIP	PHONE
(1) _____	_____	( ) _____
(2) _____	_____	( ) _____
(3) _____	_____	( ) _____

**CURRENT AND PREVIOUS EMPLOYMENT**

May we contact your previous employers? ( ) Yes ( ) No

May we contact your current employer? ( ) Yes ( ) No

List in reverse order, beginning with your most recent or present employer:

1. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Salary/Pay Rate: \_\_\_\_\_

Position (Job Title): \_\_\_\_\_ Dates (From - To): \_\_\_\_\_

What was the reason you were separated from this employer? *(check only one)*

Voluntary Quit ( )                      Fired ( )                      Layoff ( )

Supervisor's Name & Title: \_\_\_\_\_

2. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Salary/Pay Rate: \_\_\_\_\_

Position (Job Title): \_\_\_\_\_ Dates (From - To): \_\_\_\_\_

What was the reason you were separated from this employer? *(check only one)*

Voluntary Quit ( )                      Fired ( )                      Layoff ( )

Supervisor's Name & Title: \_\_\_\_\_

3. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Salary/Pay Rate: \_\_\_\_\_

Position (Job Title): \_\_\_\_\_ Dates (From - To): \_\_\_\_\_

What was the reason you were separated from this employer? *(check only one)*

Voluntary Quit ( )                      Fired ( )                      Layoff ( )

Supervisor's Name & Title: \_\_\_\_\_

Please account for your time if there are any gaps in your employment record:

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY:**     NONE    If none, please check box and skip this section.

Branch: \_\_\_\_\_

Duties relevant to the position for which you are applying: \_\_\_\_\_  
\_\_\_\_\_