



Employment Application

Applicants will be subject to background checks and drug testing for illegal substances.

Personal Information

Date _____

First Name: _____ M.I. _____ Last Name: _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell Phone () _____ Email _____

Are you at least eighteen years of age? Yes No Date of Birth (if under 18) _____

Is there any information we would need about your name or use of another name for us to be able to check your work record? Yes No If yes, please specify below

Do you have any relatives who are presently (or were) employed by any HRM Enterprises, Inc. Company?

Are you presently employed? Yes No

If yes, do we have permission to contact your present employer? Yes No

Did we previously employ you? Yes No If yes, what position/ location? _____

Have you ever applied at any of the HRM Enterprises, Inc. family of businesses? Yes No

If yes, please select:

- Hartville Hardware Hartville Hardware 2 (Tallmadge) Hartville Kitchen Hartville Collectibles
- Hartville Marketplace Top Advantage Hartville Marketplace

Have you ever had an interview at any of the HRM Enterprises, Inc. family of businesses? Yes No

If yes, please select:

- Hartville Hardware Hartville Hardware 2 (Tallmadge) Hartville Kitchen Hartville Collectibles
- Hartville Marketplace Top Advantage Hartville Marketplace

Why do you want to change jobs? _____

Why do you want to work for HRM Enterprises, Inc.? _____

How were you referred to HRM Enterprises, Inc.? _____

Have you ever been convicted of a felony? Yes No If yes, please explain below

Can you perform the essential functions of the job with or without reasonable accommodation?

Educational History

	School Name/ Location	# of Yrs. Completed	Degree/ Diploma Received
High School			
College			
Business or Trade School			
Special Training			
Other			

Availability

Full Time _____ Part-time _____ Number of hours desired per week? _____

Hours of Availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

Expected Wage? _____ If Hired, what date could you begin working? ____/____/____

Please check the positions you are most interested in working:

Positions

<input type="checkbox"/> Cashier	<input type="checkbox"/> Repair	<input type="checkbox"/> Bakery	<input type="checkbox"/> Groundskeeper
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Sales	<input type="checkbox"/> Cook	<input type="checkbox"/> Reception
<input type="checkbox"/> Delivery Driver	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Host/ Hostess	<input type="checkbox"/> Receiving
<input type="checkbox"/> Sales Associate	<input type="checkbox"/> Wait Staff	<input type="checkbox"/> Server	<input type="checkbox"/> Accounting
<input type="checkbox"/> Management	<input type="checkbox"/> Carry-Out	<input type="checkbox"/> Banquets	<input type="checkbox"/> Installer
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Busser	<input type="checkbox"/> Packer

If interested in other positions, please list:

List any skills, training or qualifications you feel would be applicable to obtaining a position in one of our companies:

Is there anything else we should know about you? _____

Work Experience

Provide the following information on the last three jobs you have had; List most recent job first

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Dates employed (mm/yy) From _____ To _____ Wage Start: _____ End: _____

List last position held and describe your duties _____

Reason for leaving _____ Voluntary Involuntary

Whom should we contact? Name _____ Position _____

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Dates employed (mm/yy) From _____ To _____ Wage Start: _____ End: _____

List last position held and describe your duties _____

Reason for leaving _____ Voluntary Involuntary

Whom should we contact? Name _____ Position _____

Employer _____ Phone () _____
Address _____ City _____ State _____ Zip _____
Dates employed (mm/yy) From _____ To _____ Wage Start: _____ End: _____
List last position held and describe your duties _____

Reason for leaving _____ Voluntary Involuntary
Whom should we contact? Name _____ Position _____

References

Please do not include relatives or former employers.

Name _____ Years Known _____
E-mail _____ Phone () _____
Occupation _____

Name _____ Years Known _____
E-mail _____ Phone () _____
Occupation _____

Name _____ Years Known _____
E-mail _____ Phone () _____
Occupation _____

We thank you for your interest in our business, and we welcome and opportunity to review your application for employment. We believe that every employee should be treated respectfully and fairly at all times. All persons will be considered for employment, promotion, transfer, or training without regard to race, color, national origin, religion, sex, age, physical or mental disability or veteran status.

We are always looking for qualified, courteous, honest, energetic, solution-driven, outgoing people to join our team! All applications are kept for two full years from the date of receipt.

HRM Enterprises Inc.

"I hereby certify that the answers given above are true and correct. I understand that any misrepresentations in this application or in any other document submitted to an HRM Enterprises Inc. company are sufficient grounds for disqualification of the applicant, or if discovered after the applicant is hired, for discharge. I hereby grant any HRM Enterprises Inc. company permission to investigate information included in this application except where noted. I agree, as part of the employment process, that any offer of employment extended by an HRM Enterprises Inc. company is subject to successfully passing a medical examination which may include blood testing, urinalysis, etc. for the purpose of detecting alcohol or illegal substances"

"In connection with the processing of this application, any HRM Enterprises Inc. company may contact my current and former employers, my listed references and my schools to obtain more information about me and I authorize and release from all liability those persons to give any information regarding my employment, character, and qualifications, together with any information they may have regarding me whether or not it is in their records. Any HRM Enterprises Inc. company may also procure or cause to be prepared an investigative report, including information as to my character, general reputation, personal characteristics and mode of living. If such an investigative report is prepared, I have the right, upon my written request received by any HRM Enterprises Inc. company within 20 days from the disposition of this application, to complete disclosure to the nature and scope of the investigation requested."

"I understand that any employee hired by an HRM Enterprises Inc. company is hired as an employee-at-will who may be terminated without cause or notice at any time at the sole option of HRM Enterprises Inc. No one at HRM Enterprises Inc. has the authority to change such an employee-at-will relationship."

Upon acceptance of employment you will be required to pass a drug screen test. Failure to pass the test will result in immediate employment termination.

Signature

Printed Name

Date