

MISSION STATEMENT

LIBERTY HARDWARE is in the business of providing the best quality and value in functional and decorative hardware to consumers through strategic distribution channels. We are and will continue to be the recognized industry leader in customer responsiveness built on a foundation of these four cornerstones: Global resources, world-class services, superior merchandising and creative design. We are committed to developing a team of associates who are afforded opportunities for success, and to generating sales growth that is selective and profitable for Liberty Hardware and all of our business partners.

Note: Read and complete **all** portions of this application in your **own** handwriting (legible) in ink. Please print. Applications that are incomplete may be rejected. This application will receive active consideration for sixty (60) days. If you have not heard from the company within (60) days and wish to receive further consideration for employment, it will be necessary to complete another application form.

POSITION APPLIED FOR: _____ **DATE:** _____

What shift are you willing to work? 1st _____ **2nd** _____ **Either** _____ (No Preference)

Type of employment desired: Full Time Part Time Temporary Internship

PERSONAL

Last name		First		Middle		Home Telephone	
Street Address						Business Telephone	
City		State		Zip Code			
Address for Past (5) years	Street		City		State		Zip Code
	Street		City		State		Zip Code
Social Security Number			Are you 18 years of age or older? Yes _____ No _____				
How Referred?			Date Available:			Rate of pay expected:	
Are you legally qualified to work in the U.S.? Yes _____ No _____ <i>(Proof of citizenship or immigration status will be required upon employment)</i>							
Have you previously worked for this company? Yes _____ No _____; When/Where?							
Have you previously applied for employment with this company? Yes _____ No _____; When/Date?							
Do you have any relatives who are currently working for this company? Yes _____ No _____; If yes who?							
Are you willing to travel? Yes _____ No _____ Are you willing to work overtime, if required? Yes _____ No _____							
Have you EVER been fired, discharged or suspended from any job? Yes _____ No _____ If yes, explain, which company, when, and why?							
Have you EVER been convicted of a felony or other serious crimes (other than traffic violation)?							
Yes _____ No _____ If yes explain when and why? _____							

EMPLOYMENT HISTORY

Begin with your **present** experience and work backward in order, listing last seven (7) years, periods of military service, self-employment, and periods of unemployment. All times must be accounted for. Use supplementary sheet if necessary. Fill in **all** blanks. **LEAVE NO BLANKS OR GAPS IN TIME FOR PAST 7 YEARS.**

CURRENT EMPLOYER
Dates of Employment
To: _____ month/year
From: _____ month/year

Company Name _____ Supervisor _____

Are you presently employed? Yes _____ No _____ **May we call your current employer?** Yes _____ No _____

Address _____ Telephone (_____) _____
Street City State/Zip

Position Held _____ FT _____ PT _____

Beg. Pay	Current
\$ _____ Per _____	\$ _____ Per _____

Duties _____

Why do you want to change employers? _____

SECOND LAST EMPLOYER
Dates of Employment
To: _____ month/year
From: _____ month/year

Company Name _____ Supervisor _____

Are you presently employed? Yes _____ No _____ **May we contact the supervisor?** Yes _____ No _____

Address _____ Telephone (_____) _____
Street City State/Zip

Position Held _____ FT _____ PT _____

Beg. Pay	Current
\$ _____ Per _____	\$ _____ Per _____

Duties _____

Why do you want to change employers? _____

THIRD LAST EMPLOYER
Dates of Employment
To: _____ month/year
From: _____ month/year

Company Name _____ Supervisor _____

Are you presently employed? Yes _____ No _____ **May we contact the supervisor?** Yes _____ No _____

Address _____ Telephone (_____) _____
Street City State/Zip

Position Held _____ FT _____ PT _____

Beg. Pay	Current
\$ _____ Per _____	\$ _____ Per _____

Duties _____

Why do you want to change employers? _____

FOURTH LAST EMPLOYER
Dates of Employment
To: _____ month/year
From: _____ month/year

Company Name _____ Supervisor _____

Are you presently employed? Yes _____ No _____ **May we contact the supervisor?** Yes _____ No _____

Address _____ Telephone (_____) _____
Street City State/Zip

Position Held _____ FT _____ PT _____

Beg. Pay	Current
\$ _____ Per _____	\$ _____ Per _____

Duties _____

Why do you want to change employers? _____

FIFTH LAST EMPLOYER
Dates of Employment
To: _____ month/year
From: _____ month/year

Company Name _____ Supervisor _____

Are you presently employed? Yes _____ No _____ **May we contact the supervisor?** Yes _____ No _____

Address _____ Telephone (_____) _____
Street City State/Zip

Position Held _____ FT _____ PT _____

Beg. Pay	Current
\$ _____ Per _____	\$ _____ Per _____

Duties _____

Why do you want to change employers? _____

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY

Have you served in the U.S. armed forces? Yes No

Branch: Army Navy Air Force Marines National Guard Reserves

Dates of service: From _____ To _____ Current duty status: Active Inactive Discharged

Highest rank achieved _____ Rank at Discharge _____ Type of discharge _____

If other than Honorable Discharge, please explain: _____

REFERENCES

Please provide us with the name, address and telephone number of 3 business references, not related to you.

(1) Name _____

Occupation _____

Address _____

Telephone _____

(2) Name _____

Occupation _____

Address _____

Telephone _____

(3) Name _____

Occupation _____

Address _____

Telephone _____

FOREIGN LANGUAGES (If required by the job)

List any foreign language(s) and check the box that best describes your skill level.

LANGUAGE	READ AND WRITE	READ AND SPEAK	READ ONLY	SPEAK ONLY

EXPERIENCE AND QUALIFICATIONS

Please indicate years of experience in each category if applicable.

Training and experience in the following	Training (Check)	Years of Experience	Training (Check)	Years of Experience
Filing			Inventory Control	
Typing (wpm: _____)			Shipping/Receiving	
Data Entry (kph: _____)			Forklift	
Word Processing			Bar Coding/Scanning	
Desk Top Publishing			Warehouse	
10 Key Calculator			Packaging	
Accounts Payable			Order Picking	
Accounts Receivable			Other:	
Accounting				
Payroll				
Credit/Collections				
Inside Sales/Telemarketing				

Computer Experience: On a scale of 0-5, with 0 indicating no experience and 5 indicating highly proficient, rate your expertise in the following.

Microsoft Windows _____
 Microsoft Word _____
 Microsoft Excel _____
 Microsoft PowerPoint _____

Microsoft Access _____
 Microsoft Publisher _____
 Lotus Notes _____
 Internet Research _____

List any additional information you would like us to consider. _____

To be read and signed by applicant:

By completing and submitting this application, I:

- authorize **LIBERTY HARDWARE MFG. CORP.** (hereafter referred to as the "Company") or its agents to investigate my financial or credit background, character, general reputation and prior employment by contacting my prior employers, references, credit agencies, or any other individuals the Company considers necessary, (understanding that I may have the right to request in writing disclosures of certain information obtained by the Company in the course of its investigation of my background and experience);
- authorize my prior employers, references and any other individuals contacted by the Company to release any and all information requested and absolve those parties who provide information requested from any and all liability related to their doing so;
- acknowledge that any employment offered to me is at the will of the Company and may be terminated by the Company at any time, with or without cause. I agree that there are no written, oral, or implied contracts concerning the duration of terms/conditions of my employment.
- acknowledge that if offered a position I will be required and agree to submit to testing for drug use as part of the Company's evaluation and Company's unrestricted use of those results; I also understand and agree that in the event I elect to quit my job within (60) days of employment, that the Company will deduct the cost of the drug scan from my last check. The results and information obtained is the sole property of the Company and will not be released to other Companies or the employee;
- acknowledge and agree that an express condition of my employment is that I stay free of illegal drugs or the improper use of prescription drugs;
- acknowledge and agree that evidence of drug and/or alcohol use during my employment will be grounds for immediate termination without notification;
- certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge;
- certify that this application was completed by me, in my own handwriting and acknowledge and agree that providing false, misleading or incorrect information in connection with the Company's evaluation of me as a candidate for employment is grounds for immediate termination of my employment, when discovered;
- confirm that I have only one valid driver's license in the state I reside;
- understand and agree that if hired, I will be on a (60) day probationary period.
- **I have been informed that if I am offered employment at Liberty it is subject to me agreeing and signing Liberty's standard non-compete employment agreement.**

Signature _____

Date _____

In compliance with the Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other reason prohibited by law.