

Grigg Enterprises, Inc.
APPLICATION FOR EMPLOYMENT

I am applying to work at: (check one, two, three, or all locations)

Grigg’s Department Store

Richland Ace Hardware

Keene Road Ace Hardware

Kennewick Ace Hardware

GRIGG ENTERPRISES, INC., IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO NON-DISCRIMINATION IN EMPLOYMENT. *GRIGG ENTERPRISES, INC.*, SELECTS THE BEST QUALIFIED INDIVIDUAL FOR THE JOB BASED ON PREVIOUS EXPERIENCE & JOB-RELATED QUALIFICATIONS REGARDLESS OF RACE, AGE (40+), COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL PREFERENCE, DISABILITY OR ANY OTHER STATUS PROTECTED BY APPLICABLE LAW.

Please print clearly and complete ALL information requested (complete or put N/A in each space).

Date: _____

Name _____
 First Middle Initial Last

Permanent Address if
Other Than Present _____

Home Phone _____ Cell Phone _____
 (Area Code) (Area Code)

Social Security Number _____ E-mail address _____

Drivers License # _____ Drivers License endorsements? _____

State age if you are under 18 _____ If you are under 18, hire is subject to verification that you are of minimum legal age to work.

If you are hired, can you present evidence of your legal right to live and work in this country? YES NO
(Proof required by law)

Do you have physical or medical conditions, which would limit your capacity to do the job you are applying for? YES NO

If yes, what can be done to accommodate your limitation? _____

How did you learn of this opening? _____

**ALL APPLICANTS WILL HAVE TO PASS A CRIMINAL BACKGROUND CHECK , AND HAVE THE ABILITY TO BE AROUND
AND HANDLE FIREARMS PRIOR TO EMPLOYMENT. NO EXCEPTIONS.**

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____
Do you prefer full-time _____ Are there any hours, shifts or days _____ If not hired for the position you applied for, would
Or part-time? _____ you cannot, or will not work? _____ you consider another position at Griggs?
What are limitations? _____

Grigg Enterprises, Inc is a customer service oriented business. All positions at Griggs involve direct and indirect service to customers. With that in mind, Griggs requires the availability to work any combination of days Monday through Sunday, as the supervisor sees fit for peak demand scheduling. Normal hours of scheduling will have the availability between 7 a.m. and 9 p.m. on any day of the week, with the exception of our annual All Night Sale held the week of December 18-24th. That sale requires all company employees be available between the hours of 7 a.m. and 3 a.m. to staff that sale.

Are you employed now? _____ If so, may we contact your present employer? _____

Have you ever applied to or worked for Grigg Enterprises, Inc., any of it’s lease departments, or Ace Hardware before? _____ Date _____

EDUCATION

Name of School	Address	# of Years Completed	Did You Graduate?	Major Subject	Degrees Earned
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High School: _____

College: _____

Graduate or Technical: _____

Additional Training/Skills, Experience, Special Achievements, Certificates, etc. relevant to position:* A resume’ may be attached, but the application must be filled out in full.

List below present and past employers beginning with the most recent:

Month/ Year	Name & Address of Employer	Initial Position Title and Duties	Previous Supervisor	Starting Salary	Reason for Leaving
		Final Position and Duties	Telephone Number	Ending Salary	
From:					
To:					
From:					
To:					
From:					
To:					

POST-OFFER PHYSICAL/CONTROLLED SUBSTANCES SCREENING

GRIGG ENTERPRISES, INC., strongly believes in its responsibility to provide a safe and healthful workplace for all its employees. I understand that at any time after I am hired, the Company may require me to submit to a physical examination to the extent permitted by law. I consent to the disclosure of the results of the physical examinations and related tests to the Company. You should understand that **YOU WILL BE TESTED** for the presence of controlled substances before you are hired as a condition of employment with GRIGG ENTERPRISES, INC. Random drug testing is also performed. If you have any questions regarding this policy, please contact the office before your final interview.

I understand an offer of employment may be made contingent on passing a job-related physical examination. I agree to submit to a controlled substances screening and physical examination by the Company's designated physical therapist and/or other medical practitioner.

I have read, understand, and agree to the above-referenced physical examination and drug testing policy.

APPLICANT SIGNATURE _____ DATE _____

**AGREEMENT OF APPLICANT CERTIFICATION, AUTHORIZATIONS AND
UNDERSTANDING OF EMPLOYMENT RELATIONSHIP**

I hereby state that all the information that I provided on this Application or any other document submitted in connection with my employment, and in any interview, are true and correct. I have withheld nothing that would, if disclosed, affect this Application unfavorably. I understand that if I am employed and any information is later found to be false in any respect or if I have omitted material information, I may be dismissed. I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States.

AT WILL EMPLOYMENT

If hired, I agree as follows: My employment with the Company is terminable at will, is for no definite period, and my employment may be terminated by the Company or me at any time and for any reason whatsoever, with or without good cause. All employees are hired as part-time, seasonal employee status. No implied, oral or written agreements contrary to the express language of this Agreement are valid unless they are in writing signed by the President of the Company. No supervisor or representative of the Company, other than the President of the Company, has any authority to make any agreements to the foregoing. This Agreement is the entire agreement between the Company and the employee regarding the right of Company or employee to terminate employment, and this Agreement takes the place of all prior agreements, representations, and understandings of the employee and the Company.

Background Information Checks

I hereby grant *Grigg Enterprises, Inc.*, permission to access any and all applicable sources of information, including, but not limited to those listed above and unconditionally release and hold harmless *Grigg Enterprises, Inc.*, and any named or unnamed corporation, company, custodian of records or informant from any and all liability resulting from furnishing information about me. I hereby release any current or former employer, its agents or employees, from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability are knowing, intelligent, and voluntary acts.

I hereby acknowledge that I have read and understand the above statements.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND CONFIRM YOUR VOLUNTARY AGREEMENT

APPLICANT SIGNATURE _____ DATE _____