



OPERATED BY MCNAUGHTON AUTOMOTIVE LIMITED

# Employment Application

Please submit this completed application along with your resumé. The more you write, the easier it is for us to know if you are going to fit within our company. Attach extra paper as necessary. Thank you for applying.

Date \_\_\_\_\_

## PERSONAL

Name (print) _____		
First	Last	Middle Initial
Address _____		
# Street		
City _____		Postal Code _____
		Telephone Number _____
E-mail Address _____		

What type of position(s) are you applying for?  Cashier  Yard  Office  Sales \_\_\_\_\_  
(Please specify sales department i.e. Hardware, Auto etc.)

Expected/Desired Wage \_\_\_\_\_  Hourly  Salary

What type of work are you applying for?  Full Time  Part Time  Student

Our store is open 7am - 6pm Monday to Friday, 7am - 5pm Saturday, and 12pm - 4pm Sunday

Please specify any day or time you would **not** be available to work:

Monday \_\_\_\_\_  Tuesday \_\_\_\_\_  Wednesday \_\_\_\_\_  Thursday \_\_\_\_\_  Friday \_\_\_\_\_  Saturday \_\_\_\_\_  Sunday \_\_\_\_\_  
time time time time time time time time

If your application were considered favourably, on what date would you be available to work? \_\_\_\_\_

Did a current Home Hardware Staff Member refer you?  Yes  No If yes, please name \_\_\_\_\_

May we contact the Staff Member for a reference?  Yes  No

Have you ever been interviewed for a position at Home Hardware?  Yes  No If yes, please specify which location and position \_\_\_\_\_

## EDUCATION

School	Name of School / Course of Study	# of Years Completed	Graduation or Diploma/Degree Attained
High School	_____		<input type="checkbox"/> Yes
	_____		<input type="checkbox"/> No
Community College	_____		<input type="checkbox"/> Yes
	_____		<input type="checkbox"/> No
University	_____		<input type="checkbox"/> Yes
	_____		<input type="checkbox"/> No
Business, Technical, Trade School/Other (please specify)	_____		<input type="checkbox"/> Yes
	_____		<input type="checkbox"/> No

## OTHER SKILLS/INTERESTS

Languages	Spoken	Read	Written	
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Languages: _____

Computer Level  Beginner  Intermediate  Advanced Please specify programs / software: \_\_\_\_\_

Are there any other experiences, skills or courses that you feel would especially qualify you for work with our company?

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What are your interests/hobbies?

### EMPLOYMENT HISTORY

Name of current or most recent employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above?  Yes  No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above?  Yes  No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above?  Yes  No

Name of previous employer		Employed				Position / Duties
		From		To		
Address / Location		Mo	Yr	Mo	Yr	
Telephone	Supervisor	Salary / Wage				Reason for leaving

May we contact the employer named above?  Yes  No

### PLEASE READ CAREFULLY BEFORE SIGNING

Personal information collected in the recruitment process, which may include job applications, questionnaires or personal interviews, is for the purpose of determining your suitability for employment. **I hereby certify that the facts set forth in the recruitment process are true and complete to the best of my knowledge. I understand that if employed, falsified statements shall be considered sufficient cause for termination.**

If employed, I give consent to McNaughton Automotive Limited to retain the information obtained through the recruitment process on my employee personnel file and consent to the use of my personal information for the administration of my employment. I authorize McNaughton Automotive Limited to check references with my previous employers and references provided. I hereby release the employer and reference from any liability arising out of the reference, which is to be provided

Have you ever been convicted of a criminal offense for which a pardon has not been granted?  Yes  No

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

At McNaughton Automotive Limited we understand the importance of your personal privacy. We have instituted policies and procedures to ensure that any personal information that you provide to us is protected.

\*McNaughton Automotive Limited accommodates the needs of applicants with disabilities. Information regarding our accessible hiring practices is available in multiple formats and can be found in store at customer service, at [www.mcnaughtons.com](http://www.mcnaughtons.com), as well as upon request.

Completed application along with resumé can be submitted in person, e-mailed, mailed or faxed to:

Attn: Calvin Ritchie  
22789 Hagerty Road  
Box 10

Newbury, ON N0L 1Z0

fax: 519-693-4605

e-mail: [calvin.ritchie@mcnaughtons.com](mailto:calvin.ritchie@mcnaughtons.com)

Inquiries, please call 519-693-4449