



K&B TRUE VALUE  
EMPLOYMENT APPLICATION

**We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

**Thank you for interest in working at K&B True Value. All applicants must complete this application as the first step in the hiring process. You may take the application elsewhere and return it later, but you must complete the application on your own without any assistance. This application consists of 3 parts: (1) an informational section, 4 pages; (2) a skill section, 4 pages; (3) and a Disclosure, 1 page. Please complete the entire application to the best of your ability and give the completed application to one of the managers on duty.**

**PERSONAL INFORMATION**

Today's Date: \_\_\_\_\_

First Initial of first name and last name: \_\_\_\_\_ Preferred title and pronouns for identification (for example, Mr. or Ms., he/him/his, she/her/hers, they/them/theirs): \_\_\_\_\_, \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Position applying for \_\_\_\_\_ Shift: \_\_\_ Days \_\_\_ Evenings \_\_\_ Weekends

Status: \_\_\_ Full Time \_\_\_ Part Time

Have you ever worked here before? \_\_\_ Yes \_\_\_ No If yes, when: \_\_\_\_\_

Were you referred by a current or former employee? \_\_\_ Yes \_\_\_ No. If yes, list employee's name: \_\_\_\_\_

\_\_\_ Yes \_\_\_ No If you are under 18 years of age, can you provide required proof of your eligibility to work?

\_\_\_ Yes \_\_\_ No Do any of your friends or relatives work here? If yes, state name, relationship: \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Are you currently employed?

\_\_\_ Yes \_\_\_ No May we contact your present employer?

\_\_\_ Yes \_\_\_ No Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

\_\_\_ Yes \_\_\_ No Can you work until 8:30PM?

\_\_\_ Yes \_\_\_ No Can you work Saturday and Sunday?

\_\_\_ Yes \_\_\_ No Have you been, or will you get as soon as possible, vaccinated to the Covid-19 virus? If you've been, can you provide documentation?

Dates available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range \_\_\_\_\_

**WORK HISTORY**

Beginning with your most recent job, list all employment within the past 10 years. Please account for any gaps in employment in space provided.

**Starting & Ending/ Present**

Position held: \_\_\_\_\_ Dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Position held: \_\_\_\_\_ Dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Position held: \_\_\_\_\_ Dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

**Comments: Include explanation of any gaps in employment.**

\_\_\_\_\_

**Describe any specialized training, apprenticeship, skills and extracurricular activities.**

\_\_\_\_\_



Please list any current licenses or certifications, including expiration date.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**REFERENCES** (at least one professional reference is preferred)

	Name	Business	Title	Address	Phone #
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Have you ever been convicted of a felony or misdemeanor? \_\_\_ Yes \_\_\_ No

If yes, please explain details. \_\_\_\_\_

Have you ever been involuntarily discharged from a job? \_\_\_ Yes \_\_\_ No

If yes, please explain. \_\_\_\_\_

Are you either a United States citizen or an alien who has the legal right to work in the job you are applying for? \_\_\_ Yes \_\_\_ No

If there anything that will be on your background check report that you'd like to explain, please do so (attach additional notes if necessary): \_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may cause in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Math Skills

(Circle answer's 1-7 and 9, provide your own answers for 8 and 10)

### Drill Bit Sizes

1. Which drill bit is larger  $\frac{5}{16}$  or  $\frac{3}{8}$ ?
2. Which drill bit is larger  $\frac{1}{8}$  or  $\frac{3}{16}$ ?
3. Which drill bit is larger  $\frac{1}{2}$  or  $\frac{7}{16}$ ?
4. Which drill bit is larger  $\frac{1}{2}$  or  $\frac{1}{4}$ ?
5. Which drill bit is smaller  $\frac{9}{64}$  or  $\frac{7}{32}$ ?
6. Which drill bit is smaller  $\frac{15}{64}$  or  $\frac{7}{32}$ ?
7. Which drill bit is larger  $\frac{3}{8}$  or  $\frac{13}{32}$ ?
8. Which drill bit is smaller by  $\frac{1}{64}$ " than a  $\frac{1}{2}$ " drill bit?  
(in other words,  $\frac{1}{2}$ " -  $\frac{1}{64}$ " = ?)
9. Which drill bit is larger  $\frac{3}{32}$  or  $\frac{5}{64}$ ?
10. What size drill bit is smaller by  $\frac{1}{32}$ " than a  $\frac{29}{64}$ " drill bit?



# Math Skills

Applicant: Please print all answers & complete every question.

Add the following:

			56.97			.24
			6.57		32.01	.97
	4.98		58.32	1.98	9.49	.08
4.75	7.59		1.78	42.21	17.27	1.29
+ 3.79	+ .98	+ 64.89	+ 8.43	+ 27.37	+ .36	

Multiply the following:

17.59	9.87	12.98	32.41
<u>x .03</u>	<u>x .04</u>	<u>x 5</u>	<u>x 7</u>

Subtract the following:

1.49	119.87	4.98
<u>- .93</u>	<u>- 29.78</u>	<u>- 1.29</u>

Determine the discount to be given and how much the customers will pay after the 10% discount is deducted: *(Round off to the nearest cent)*

Regular Price	10% discount	Amount to be paid by the customer
\$15.49	_____	_____
\$21.17	_____	_____

A customer wishes to purchase a case of liquid cleaner. A bottle of cleaner sells for \$1.39 and a case holds 24 bottles. How many will we charge the customer for the full case? \_\_\_\_\_

What would a customer pay for "one" item of a multiple price item in the following cases? Round your answer up to the next whole cent.

3 for \$.79 \_\_\_\_\_ 3 for \$.89 \_\_\_\_\_ 5 for \$.99 \_\_\_\_\_

How many inches in  $\frac{3}{4}$  of 1 yard? \_\_\_\_\_

How many sq. ft. in a 20' by 80' house? \_\_\_\_\_

How many of the five items listed are exact duplicates of each other?	7362	7363	Number _____
	62735	63737	
	527182	527182	
	918264	918264	
	1628357	1638357	



**K&B True Value**

**Disclosure to Applicant**

As part of the process for considering your application and candidacy for employment, we may conduct a background search. Additionally, if you are hired, we may periodically conduct further background searches. The Federal Fair Credit Reporting Act provides information regarding rights in dealing with consumer reporting agencies, which may be used during a background search. By your signature below, you hereby authorize us to conduct a background search as described below. Upon your request within 30 days of an adverse decision, K&B True Value will provide a copy of documents, if any, gathered during a background search and used in conjunction with an adverse decision.

I authorize The Hardware House, Inc. (doing business as K&B True Value), or any of its owners, employees, or representatives (collectively, "K&B True Value") to do an informational and/or background search of me including, but not limited to, verification of education, employment, and residency, a search of criminal background, social networking or other websites, credit rating, criminal or civil (including traffic and driving) records or case files, or through other means, during the application process or during or after employment. I hold harmless K&B True Value from making any employment decisions, including hiring or firing, based on the information gathered during these searches.

Applicant's Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTE:** Date of Birth information is used **ONLY** for verification of identity and is not used for any other purpose by K&B True Value.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_