



Join the Maple Leaf Crew

M A P L E L E A F

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Please return this in-person with your *Cover Letter* and *Resume with references*.

- 1 We require friendliness and enthusiasm from our crew in order to provide exceptional customer service to our neighborhood.
- 2 We are open daily from 8^{am} to 7^{pm} & Sundays 9 to 6. We require availability during these hours, at least one weekend day and some holidays.
- 3 We show up for work on time with reliable transportation.
- 4 All applicants need to do basic math and computer functions.
- 5 All applicants need to agree to a drug test and background check, including court records.
- 6 We will consider this application “active” for 60 days, please re-apply if your interest remains and you have not been contacted by us during that time.

Today’s Date: _____

Profile Info:

Your Name

Street Address

City • State • Zip Code

Area Code • Phone

email

Which role(s) appeal to you? •K-List/Entry level •Blue Team •Cashier •Clerk
(Roles defined briefly on back - We do NOT offer summer or seasonal positions)

When could you begin training? _____

How many hours per week would you like? _____

How many shifts per week would you like? _____

Scheduling requests *(when are you NOT available to work):* _____

Monthly take home required to make the job work for you: \$ _____

How many years do you visualize working here? 0-1 1-2 2-4 4-6 6-10 10+

Do you smoke? Yes No

Thank you for considering us!

Reprints of this form are available @ mapleleaf.com, click “Join Our Crew”



Roles you may apply for:

- **K-List (Entry Level):** Typical cleaning, loading, organizing inventory, assisting with projects, etc.
- **Blue Team:** Tuesday and Friday mornings only at 7am to early afternoon. Responsible for accurately unloading our truck to our shelves.
- **Cashier:** Typical point of sale retail duties. Very active and important role for the store. You help the most customers.
- **Clerk:** Experience is preferred for this role. Kindly interviewing customers to identify their agenda and create solutions with our inventory.

What you get from us:

- A dignifying work environment. ----- We respect your individuality.
- A fair and decent retail wage. ----- A 401K plan effective immediately upon hire.
- Cash bonuses twice a year (as we can). ----- Cost+ purchases on your employee account here at Ace..
- \$2 movie rentals at next door Reckless Video. ----- Free parking in the neighborhood.
- Training in products and Ace retail culture. ----- Job security, providing you do your part.
- Accommodating schedule to support your other life goals (as we can).
- We support your ambition to provide creative, exceptional customer service with our team.

What we expect from you:

As a prospective employee we encourage you to consider if this is an environment you believe you can succeed in. Our focus is on customer engagement and the sales of goods & services. Additionally, we all participate in the cleaning and organizational necessities of the store. Anticipate the challenge of working on your feet all day! It can be difficult on the feet and body. While there isn't a lot of regular heavy lifting, we still have 60lb bags of concrete, sand, etc that we load into customer cars. Depending on your role here you will need to be able to lift and carry our bagged goods. We count on our crew to be reliable, trustworthy, punctual, and able to relate positively and cheerfully with people.

A little Ace History:

What began as a small chain of stores established by a group of Chicago-area retailers in 1924 has evolved into the nation's leading retailer-owned cooperatives. Ace has grown to include more than 4,800 stores in 50 states and 70 countries. Maple Leaf ACE has been one of Seattle's busiest hardware stores since 1950 when it was owned by Stuart Hall.

The Stephenson family bought the store from Stuart in 1973. Current managers Leon and Ralph helped build the business with the Stephenson's by expanding the building on both ends and constantly adding inventory. Their inspired work quickly built our reputation as the friendly neighborhood place to go for service, experienced advice, the latest products, as well as products not found conveniently anywhere else.

Kathy Stephenson and Mike Kelley (from Reckless Video) purchased the business in 2005 and continue serving "hardware with heart" to the Maple Leaf community to this day. Much has changed in the last sixty years but what remains the same is our family's dedication to serving up *real hardware with real service*.

Maple Leaf ACE is an independently owned and operated local business. We have an agreement with Ace Hardware Corporation as our primary supplier and to participate in programs like Ace Rewards and our national sales events. The 4,800 Ace stores worldwide buy products together to negotiate better pricing and to get a better selection of products. We are part of a co-op, not a franchise. While Ace is our primary vendor we still choose what products to carry and what services to provide to serve our neighborhood.

Being part of a co-op means all Ace dealers own Ace corporate collectively via stock holdings. Other hardware co-ops include True Value and Do It Best which are both respected companies, though Ace remains the dominant brand in the market place with a deep reputation for helpfulness and our highly recognized logo and jingle: "*Ace is the place for the helpful hardware folks*".



Maple Leaf Hardware Profile Form

Name: _____ Today's Date: _____

1 What do you want to accomplish in your life in the next 12 months?

2 What would you like to be doing five years from now?

3 How can MLH assist you with these goals?

4 What ambitions or goals would you like to pursue at MLH?

5 What's the most important thing we should know about you?

6 Why do you want to work at a hardware store?

7 How long do you see yourself working here? _____

8 What are five areas or traits you could improve about yourself?

1 _____

2 _____

3 _____

4 _____

5 _____

9 Briefly describe any physical or mental health issues we need to know about that could interfere with your ability to work in this retail environment, or prevent you from being a reliable employee:

10 Are you comfortable lifting 60lb bags of concrete or gravel? Yes No Occasionally

11 Are you comfortable being on your feet for extended periods? Yes No Not really

12 How would you rate your keyboard typing skills? _____

13 How would you rate your Microsoft Windows familiarity? _____

14 When was the last time you had a full-time job? _____ For how long was that? _____

15 Are you seeking full-time or part-time employment with us? Full or Part

16 How many hours do you want per week? _____

17 Are you available on Saturdays? Y or N ... Sundays? Y or N

18 When are you available to begin training? _____

19 What is the minimum monthly take-home pay you would like to earn at MLH? _____

20 Do you have any scheduling requests at this time? (Vacations, appointments, commitments, etc)

21 What else should we know about you or your personal history that could affect your job performance or ability to get along with others?

22 And finally, tell us your best 10 personal qualities!

1	2
3	4
5	6
7	8
9	10

Thank you for taking time to fill this out.