

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Position Applied for: _____ Desired Salary: \$ _____

Days available: _____ Hours available: _____

Are you a citizen of the United States? YES NO Have you ever been convicted of a felony? YES NO

If no, are you authorized to work in the U.S.? YES NO If yes, explain: _____

Have you ever worked for Habitat? YES NO Are you over the age of 18? YES NO

If yes, when / where? _____

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Special Skills

Please check the skills for which you have received training or aquired skills?

DATA ENTRY FORKLIFT FOREIGN LANGUAGE _____

CASH HANDLING QUICKBOOKS MORTGAGE _____

WAREHOUSE DATABASE CONSTRUCTION _____

OTHER (PLEASE LIST) _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____