



Habitat for Humanity[®] of Morgan County

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions on basis of qualifications and without regard to race, color, religion, sex, national origin, age, disability, marital, veteran, sexual orientation, or any other protected status or non-job-related factor. Individuals seeking accommodations should inform Habitat for Humanity's Human Resources Department.

Please complete pages 1-4; page 5 is optional.

Date

Name

Last

First

Middle

Maiden

Present Address

Number/Street

City

State

Zip

Home Phone

Cell Phone

Email

Social Security No.

If under 18, please list age _____ and it is required, can you furnish a work permit? No Yes

Days/hours available to work

If no, please explain

Position applied for (1) _____

and salary desired (2) _____

No Preference

Thursday

Monday

Friday

Tuesday

Saturday

Wednesday

Sunday

How many hours can you work weekly?

Can you work nights? No Yes

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME TEMPORARY

Driver's license number if driving is an essential job function

State

When are you available for work?

Have you ever been employed here before? No Yes If yes, give dates and positions

TYPE OF SCHOOL (High School, College, Business or Trade School, etc.)	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE OBTAINED

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. An affirmative answer to this question will not necessarily preclude employment; however a false answer will preclude employment.

HABITAT FOR HUMANITY APPLICATION FOR EMPLOYMENT

Please list three references other than relatives.

Name	
Position	
Company	
Address	
Telephone	
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Name	
Position	
Company	
Address	
Telephone	
<hr style="border: 1px solid black;"/>	
Name	
Position	
Company	
Address	
Telephone	

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

HABITAT FOR HUMANITY APPLICATION FOR EMPLOYMENT

Work Experience

Please list your work experience (including any military experience or volunteer activities) beginning with your most recently held job. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code				
Phone number				
			From	Start
			To	Final
Your last job title				

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code				
Phone number				
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			From	Start
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Your last job title				

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, list name of person completing the application: _____

HABITAT FOR HUMANITY APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY BEFORE SIGNING

If you are hired, this application will become a part of your official employment record.

- I certify that all information I have provided in order to apply for and secure work with Habitat for Humanity is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Habitat for Humanity's service, whenever it is discovered.
- I expressly authorize, without reservation, Habitat for Humanity, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Habitat for Humanity, its agents, employees or representatives., for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.
- I understand that Habitat for Humanity does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant for consideration for employment on a basis prohibited by applicable local, state or federal law.
- I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Habitat for Humanity and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and that Habitat for Humanity reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Habitat for Humanity is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the executive director. I understand that, if hired, I am an at-will employee and the terms and conditions of my employment may be changed at any time, without notice.
- I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.
- I agree that all disputes between me and Habitat for Humanity shall be resolved exclusively through mediation and final binding arbitration under the Federal Arbitration Act and the American Arbitration Association's National Rules for the Resolution of Employment Disputes.
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DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Please return completed forms to:

info@morgancountyhabitat.org

525 South Indiana Street, Mooresville, IN 46158