



Hanover and King William
Habitat
 for Humanity®

Application for Employment

Office Use Only

Date of Hire _____ Rate of Pay-Hourly: _____ Salary: _____

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ()
	City, State, Zip			Mobile Telephone ()
	Email			
	Position Desired			Pay Expected
	Have you ever applied for employment with us? ____ Yes ____ No If yes, Month and Year _____			Will you work overtime if asked? ____ Yes ____ No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
	Apart from absence for religious observance, are you available for fulltime work? ____ Yes ____ No If not, what hours can you work?			

Emergency Contact: _____

Phone: _____

Relationship: _____

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate					
	College					
	Business/ Trade/ Technical					
	High School					

Membership in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion or national origin)

EMPLOYMENT

1	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason:

MILITARY	Did you serve in the U.S. Armed Forces? ___Yes ___No	If "Yes," in what Branch?
Describe any training received relevant to the position for which you are applying.		

Have you ever been bonded? ___Yes ___No If "Yes" with what employers?	Are you over 18 years of age? ___Yes ___No If not, employment is subject to verification of age.
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? ___Yes ___No If "Yes" describe in full.	

S I G N A T U R E	The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal.
	I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
	If you decide to engage in an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date	Signature

FOR EMPLOYER'S USE ONLY

R E F E R E N C E C H E C K	Employer	Person Contacted	Results
	1		
	2		
	3		
	4		

I N T E R V I E W	Interviewer Name and Comments