



Application for Employment

Personal Information

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone Number () _____ Email _____ Are you age 18 or older? Yes No

Are you legally authorized to work in the United States? Yes No

Employment Desired

Position _____ Date you can start _____ Salary desired _____

Are you employed now? _____ If so, may we contact your present employer? Yes No

Have you ever applied to this organization before? _____ Where? _____ When? _____

How did you learn about this position? Advertisement? Employment agency? Relative? Friend?

Why do you want this job / What interests you about this job?

If offered employment with Habitat for Humanity Vail Valley, would you consent to a background check (criminal, sex offender registry, and (if driving is required for job) driving history)? Yes No

Education

High School _____
Name and address of school No. of years attended Graduate Yes No Subjects Studied

Trade/Technical _____
Name and address of school No. of years attended Graduate Yes No Subjects Studied

College _____
Name and address of school No. of years attended Graduate Yes No Subjects Studied

Other _____
Name and address of school No. of years attended Graduate Yes No Subjects Studied

General

Specialized Training and other qualifications _____

(Please continue on other side)

Current/Former Employers (*Begin with current/last employer*)

<u>Month & year</u>	<u>Name and address of employer</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for leaving</u>
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____

Which of these jobs did you like the best? _____

What did you like most about the job? _____

Professional References (*Please do not include friends and family members.*)

	<u>Name</u>	<u>Phone number</u>	<u>Occupation</u>	<u>Years Acquainted</u>
1	_____	() _____	_____	_____
2	_____	() _____	_____	_____
3	_____	() _____	_____	_____

Please Read Carefully Before Signing This Form

I certify that all information contained in this application is true and correct. I understand that any false information, omissions, or misrepresentations of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

I authorize **[Company] to investigate my responses on this application for the purpose of verifying any information that I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me, my employment, or my educational background. This includes contacting any or all of my former employers, any individuals familiar with me or my employment background, and/or any or all of the educational institutions I attended. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment. I also release Habitat for Humanity Vail Valley, Inc. and its representatives for seeking, gathering and using such information to make employment decisions.

Regardless of whether or not I become employed by Habitat for Humanity Vail Valley, Inc., I recognize that this application is not and should not be considered a contract of employment. I understand that employment at Habitat for Humanity Vail Valley, Inc. is on an "at-will" basis and that my employment may be terminated with or without cause, and without notice, at any time at my option or Habitat for Humanity Vail Valley, Inc.'s option, unless specifically provided otherwise in a written employment contract. I further understand that no employee or representative of Habitat for Humanity Vail Valley, Inc. has the authority to enter into a contract regarding the duration or terms and conditions of employment other than the Director of Human Resources or the Executive Director of Habitat for Humanity Vail Valley, Inc. and then only by means of a signed, written employment agreement.

I understand that compliance with all Habitat for Humanity Vail Valley, Inc. practices and procedures, such as attendance and safety is expected of all employees at all times. If I am hired by Habitat for Humanity Vail Valley, Inc. I will abide by all such practices and procedures.

I understand that it is the practice of Habitat for Humanity Vail Valley, Inc. not to refuse to hire or otherwise discriminate against a qualified individual with a disability and that Habitat for Humanity Vail Valley, Inc. will provide reasonable accommodation to such an individual in accordance with the American with Disabilities Act and similar state laws.

Applicant's Signature Date

*This application will remain active for 30 days.
After 30 days, to be considered for employment, you must complete a new application.*

For Company Use Only

Interviewed By _____	Date _____
Hired: Yes No _____	Position: _____
Salary/Wage _____	Start date _____