

HABITAT FOR HUMANITY, CENTRAL ARIZONA APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLYING FOR: _____

NAME		SOCIAL SECURITY NUMBER		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	
PHONE NUMBER(S)		OTHER NAMES USED DURING EMPLOYMENT OR SCHOOL		

DATE AVAILABLE TO START WORK	SALARY DESIRED	MAY WE CONTACT YOUR CURRENT EMPLOYER?
IF YOU ARE BI-LINGUAL, WHAT LANGUAGES DO YOU SPEAK, READ OR WRITE?		

WORK EXPERIENCE (Use separate page if more space is needed)

DATES OF EMPLOYMENT	NAME, ADDRESS & PHONE OF EMPLOYER	SALARY	POSITION TITLE	SUPERVISOR NAME	REASON FOR LEAVING
FROM TO					
FROM TO					
FROM TO					
FROM TO					

EDUCATION

	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE			
OTHER TRAINING			

Describe any special skills and/or experience you possess:

PROFESSIONAL/EMPLOYMENT REFERENCES

NAME	ADDRESS	PHONE NUMBER	COMPANY NAME

Do you have the legal right to work in the United States? ___ Yes ___ No

Have you ever been convicted of a felony or misdemeanor? ___ Yes ___ No

If yes, please provide the date(s) of conviction and details of each. Please note a conviction will not necessarily disqualify you from employment. The job-related nature of the violation will be considered.

Realizing that this organization has the right to employ persons who will provide high standards of service, I understand and agree that this application will be given consideration, but is not a promise of employment. I also agree and understand the following conditions of employment:

- That any falsification, misrepresentation or omission, either in this application, during interviews or in connection with any background investigation, may be grounds for invalidation of this application or termination of employment.
- As part of the normal employment application process, a representative of Habitat for Humanity may verify information on this application including inquiries about my current and former employment, character, general reputation, and personal characteristics through interviews with current and former employers or other individuals or agencies. An offer of employment is contingent upon satisfactory references, verification of information, and my ability to comply with applicable regulations issued by the Immigration and Naturalization Service.
- Submitting this application in no way assures me a position, and if I am hired, makes no guarantee regarding my future with Habitat for Humanity. This application is not a contract of employment and my employment and compensation may be terminated with or without cause at any time by Habitat for Humanity or myself and no company representative has the authority to enter into any employment agreement with me contrary to the foregoing.
- Any offer of employment may be required to undergo and successfully pass a screening for drugs prior to beginning employment. I also understand and agree that, if employed, I may be required to submit to a drug/alcohol screening at any time, at the sole discretion of the company. I consent to having the results of any such drug/alcohol screening I may be required to undergo disclosed to the company.

I HAVE READ, UNDERSTAND, AGREE AND ACCEPT THE ABOVE STATEMENTS.

Signature of Applicant

Date

Habitat for Humanity Central Arizona is an equal opportunity employer. Applicants are considered without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status.