

# Lake-Geauga Habitat for Humanity Application for Employment

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disabilities, genetic information, pregnancy, citizenship status, or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. THIS APPLICATION DOES NOT CREATE ANY TYPE OF EXPRESS OR IMPLIED CONTRACT OTHERWISE.

***Please Write Clearly***

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate/Cell Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No

Are you able to provide proof that you are legally eligible for employment?  Yes  No

Do you have any commitments to any other employer which could affect your employment with this company if hired (e.g., employment contract, non-competition)?  Yes  No

## Position Desired

Position: \_\_\_\_\_ Start date available: \_\_\_\_\_

Wage rate desired: \$ \_\_\_\_\_  Hourly  Monthly  Annually

Do you prefer:  Full-time  Part-time If part-time, hours per week desired: \_\_\_\_\_

Hours you are available to work: \_\_\_\_\_

Days of week you are available to work: \_\_\_\_\_

Are you able to work:  Weekends  Holidays  Overtime

## Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills: <small>Feel free to use blank space on the backside of this form to write if needed.</small>		

## Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	

Have you ever been terminated or asked to resign from any job?  Yes  No

Has your employment ever been terminated by mutual agreement?  Yes  No

Have you ever been given the choice to resign rather than be terminated?  Yes  No

## References

Please list the names of additional work-related references that we may contact who have worked with you in the past, individuals with no prior work experience may list school or volunteer-related references:

Name	Position	Company	Work Relationship	Telephone / email

Please list the names of personal references (not previous employers or relatives) that we may contact:

Name	Position	Company	Work Relationship	Telephone / email

**Authorization and Acknowledgements**

If hired, I agree to conform to the lawful rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will unless such agreement is signed by the Executive Director.

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

