Lake-Geauga Habitat for Humanity Application for Employment

Candidate's Name:		Date:	
uniformed servicemember st	atus, race, color, religion,	e considered for positions without regard to sex, national origin, age, physical or ment er category protected by applicable federal,	al disabilities, genetic
REGARDLESS OF ANY PROVIS EMPLOYMENT RELATIONSHI	SION IN THIS APPLICATION P AT ANY TIME, FOR ANY F	LOWED BY APPLICABLE STATE LAW. THIS I I, IF HIRED, THE COMPANY OR I MAY TERMI REASON, WITH OR WITHOUT CAUSE OR NOT SS OR IMPLIED CONTRACT OTHERWISE. <i>Clearly</i>	INATE THE
Address:			_
Telephone Number:	Alternate/Cell	Telephone Number:	-
Email Address:			
Are you 18 years of age or o	lder? 🗖 Yes 📮 No		
		work in the U.S.? 🗖 Yes 📮 No ible for employment ? 🗖 Yes 📮 No	
Do you have any commitmen (e.g., employment contract, r		which could affect your employment with No	
Position Desired			
Position:	Start date available:		
Wage rate desired: \$	🛛 Hourly 🖓 🛛	Monthly 🛛 Annually	
Do you prefer: 🗖 Full-time	□ Part-time If part-tim	e, hours per week desired:	-
Hours you are available to w	ork:		_
Days of week you are available	ole to work:		_

Are you able to work: \Box Weekends \Box Holidays \Box Overtime

Education

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

Work Experience

Employer:	Employer:		Address:	
From To	Position Held:	<u> </u>	Reason for Leaving:	
Supervisor's Name & Title:			May we contact?	
Description of Duties:				
Starting Compensation:		Final Compensation:		
Employer:		Address:		
From To	Position Held:	I	Reason for Leaving:	
Supervisor's Name & Title:			May we contact?	
Description of Duties:				
		Final Compen	sation:	

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 preious 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

REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION PLEASE TYPE OR PRINT

I:		
Last Name	First Name	Middle Name (please include Jr., Sr., II, III, etc.)

Understand that in conjunction with my application for employment, Lake-Geauga Habitat for Humanity will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a report to Lake-Geauga Habitat for Humanity. Lake-Geauga Habitat for Humanity uses either/and/or 1) Backgrounds Online, a consumer-reporting agency, 2) The entity of HireRight (HIREtech), a participating partner of PayChex,Inc (& subsidiary myStaffingPro), as agents to perform background verifications.

Backgrounds Online, PayChex & subsidiaries will utilize various sources of information it deems appropriate including but not limited to: credit reporting agencies, Workers Compensation records, Department of Motor Vehicle records, criminal conviction records, current and former employers, military records, education records, professional and personal references. I request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to Lake-Geauga Habitat for Humanity, Backgrounds Online and/or PayChex and its subsidiaries. My contact information (email, phone number, etc.) may be used for processes as deemed necessary.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by Lake-Geauga Habitat for Humanity if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to LakeGeauga Habitat for Humanity. I further understand that when requesting a copy of the report, proper identification will be required and I should direct my request to:1)Backgrounds Online, 1915 21ST Street, Sacramento, CA 95811, phone: 800-838-4804. Backgrounds Online's website may be found at http://www.backgroundsonline.com And/or: 2) PayChex, 5 Penn Center West, Suite 101, Pittsburgh, PA 15276, phone: 412-787-1666. The PayChex website may be found at https://www.backgroundsonline.com/. 3) UnitedOne Resources 280 North Sherman Street, Wilkes-Barre, Pa 18702 (P) 888-870-3575 https://unitedoneresources.com

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. I HEREBY RELEASE Lake-Geauga Habitat for Humanity. AND ITS AGENTS, BACKGROUNDS ONLINE AND ALL PERSONS, AGENCIES, AND ENTITIES PROVIDING INFORMATION OR REPORTS ABOUT ME FROM ANY AND ALL LIABILITY ARISING OUT OF THE REQUEST FOR OR RELEASE OF ANY OF THE ABOVE MENTIONED INFORMATION OR REPORTS.

Current Address						
Street	Apt. #	City		State	Zip Co	de
Total Years/How Long T	here?Years Liv	ved From:	To:			
Former Address:						
Street	Apt. #	City		State	Zip Co	ode
Years Lived From:	To: Total	Years/How Long	There?	<u>Accept Text</u> Ple	<u>t Message</u> ease Circl	<u>es?</u> Yes e > _{No}
Best Contact Information			&			
	Phone #		E-mail	-	_	
Signed		Date		Social Sec	curity Nur	nber
Printed Name		Date of Bir	th	Driver's License	Number	State

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS