

Employment Application

Habitat for Humanity of Marion County, Inc.

Habitat for Humanity of Marion County, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please inform the Human Resources Department if you require reasonable accommodations for the application or interview.

Full Name (First, Middle, Last) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Number: _____

Social Security #: _____

Position Applied for: _____

How did you hear about us? _____

Date Available to Start: _____ Salary Requirement: _____

If you are under the age of 18 years, can you provide a work permit? Yes: ____ No: ____

Have you ever worked for this company? Yes: _____ No: _____

If yes, when? _____

Are you a citizen of the United States? Yes: _____ No: _____

If not, are you legally allowed to work in the United States? Yes: ____ No: ____

Type of employment desired: Full-Time: _____ Part-Time: _____

Have you ever pled "guilty", "No contest", or been convicted of a crime?

Yes _____ No: _____

If yes, give dates and details:

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will all be considered.

Summarize your Skills and Qualifications:

Previous Employment (what is your most recent position):

Dates of Employment: From: _____ To: _____

Company Name: _____

Position(s) Held: _____

Address: _____

Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer as a reference? Yes: _____ No: _____

Dates of Employment: From: _____ To: _____

Company Name: _____

Position(s) Held: _____

Address: _____

Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer as a reference? Yes: _____ No: _____

Dates of Employment: From: _____ To: _____

Company Name: _____

Position(s) Held: _____

Address: _____

Phone: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer as a reference? Yes: _____ No: _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. Also, I understand that a criminal background check will be conducted. Further, I understand that Habitat for Humanity of Marion County, Inc. maintains a Drug-Free Workplace.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview (s) may result in termination or employment.

Signature of Applicant

Date