



General Employment Application

Please print the following information using blue/black ink. Incomplete applications are not considered. Applications are kept on file for 6 months.

PERSONAL INFORMATION:

Name		Date of Application	
Phone (home)		Phone (cell/other)	
Home Address		City	State Zip
E-mail		Are you eligible to work in the United States? Proof of citizenship or immigration status required upon employment. <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you 18 years of age or older? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EMPLOYMENT DESIRED:

Position Desired		Salary Desired	Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO
If so, may we inquire of your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Have you ever been employed here before? If yes, when? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date available for work	Days available Mon Tue Wed Thu Fri Sat Sun	Times available	

CRIMINAL HISTORY:

<p>Have you been convicted of a felony or misdemeanor crime other than a traffic violation? (Please initial next to the appropriate answer) <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>If yes, specify the crime (s) for which you were convicted, location and date. Records expunged or pardoned should not be included. (Conviction of a crime will not necessarily disqualify you from employment). _____ _____ _____</p>

EDUCATION HISTORY:

Name & Location of School	# Years Attended	Did you graduate?	Subjects/Major Studied or Degree Certification
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade, Business or Tech School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade, Business or Tech School		<input type="checkbox"/> YES <input type="checkbox"/> NO	



EMPLOYMENT HISTORY: (Start with your present or last job please. Include all employers for the past 10 years and explain all gaps in your employment. Use extra sheet if needed. Failure to list all employment for the past 10 years will eliminate you as a candidate for employment):

1. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			
2. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			
3. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			
4. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			
5. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			
6. Employer		Phone		Hourly Rate/Salary Start: Final:	
Address		City		State Zip	
Dates Employed		Supervisor's Name			
Job Title: Duties Performed:		Reason for Leaving <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary <input type="checkbox"/> Resignation Explain			

MILITARY SERVICE: Have you ever served in the military service of the United States? YES NO

Date of Induction	Branch	Induction Branch	Discharge Bank	List job or type of Duty	Date of Discharge	Type of Reserve Membership

PERSONAL REFERENCES: (List three persons not related to you, whom you have known at least one year):

1. Name		Position		Phone	
Address		City		State	Zip
Relation to you (former employer, fellow worker, etc.)			Years Known		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Name		Position		Phone	
Address		City		State	Zip
Relation to you (former employer, fellow worker, etc.)			Years Known		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
3. Name		Position		Phone	
Address		City		State	Zip
Relation to you (former employer, fellow worker, etc.)			Years Known		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO

SKILLS (rate yourself from 1 to 5 where “1” is weak, “5” is expert):

___ Customer Service	___ Sales	___ Office Machines	___ Organizing
___ Microsoft Power Point	___ Microsoft Excel	___ Microsoft Word	___ Microsoft Outlook
Additional Skills, Qualifications and Experience you possess that may be useful in this position (be specific, include foreign language abilities):			

Do you require reasonable accommodation to do the job you are applying for? YES NO

Please describe:

If yes, what can be done to accommodate you?

Why do you want to work for Habitat for Humanity Las Vegas? _____

I understand and agree that:

1. Any misrepresentation or deliberate omission of fact in my application may be justification for refusal of, or if employed, termination of employment. _____ **initial**

2. It is my understanding that Habitat for Humanity Las Vegas will make a thorough investigation of my entire work history and criminal background and may verify data given in my application for re-employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Habitat for Humanity Las Vegas Inc. and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of the investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. I authorize references and employers listed herein to provide any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the reference/company from all liability for any damage that may result from utilization of such information. _____ **initial**

3. My employment may be terminated by Habitat for Humanity Las Vegas Inc. at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by management at any time, I agree to submit to search of my person and I hereby waive all claims for damages on account of such examination. _____ **initial**

4. I understand that business needs may at times make overtime mandatory. I understand that my schedule, work hours, days off, etc., may change as needed to meet business demands. I accept these as conditions of my continuing employment. I further understand that this is an application for such employment and that no employment contract is being offered. I understand that if I am employed, such employment is for no definite period of time and that Habitat Las Vegas Inc. can change wages, benefits, and conditions at any time. _____ **initial**

5. I have read and understand the job description for the position I am being considered. I understand the job description may change to meet business demands for the position. _____ **initial**

6. I understand that I must meet the eligibility requirements to work in the United States requirements, all tax forms must be completed, and two forms of identification must be provided for review before my first paycheck can be issued. _____ **initial**

I HAVE READ AND UNDERSTAND THE ABOVE AND CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature: _____ Date: _____

Return this employment application to Habitat for Humanity Las Vegas Inc. You may include a resume.



Affirmative Action Statement____Initial

It is the policy of Habitat for Humanity Las Vegas Inc. to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job candidates and employees without regard to race, color, national origin, gender, age, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability. Any applicant requiring assistance in any step of the employment process, such as applications, testing and/or interviewing should so inform a member of the management team either in person or by phone.

Drug/Alcohol Policy____Initial

Habitat for Humanity Las Vegas Inc. is committed to a drug-free work environment and subscribes to and endorses an alcohol/drug policy founded on the principle of freedom with responsibility.

Sexual Harassment Policy____Initial

Habitat for Humanity Las Vegas Inc. is committed to maintaining a working environment free from illegal discrimination. Sexual harassment is a form of illegal discrimination. It violates Title IV and Title IX of the Civil Rights Act of 1964 as amended. Sexual harassment subverts the mission of the company. Sexual harassment is not tolerated at Habitat for Humanity Las Vegas Inc. Violations of this policy constitute grave misconduct and may lead to disciplinary action up to and including termination. Any employee who suspects he/she has been discriminated against in any way is encouraged to report it to a member of the management team immediately.

INCOMPLETE APPLICATIONS ARE NOT CONSIDERED.