



Employment Application

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street Address Apartment/Unit #
City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you authorized to work in the United States? YES NO
[ ] [ ]

Have you worked for Habitat for Humanity? YES NO If yes, when? \_\_\_\_\_
[ ] [ ]

Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_
[ ] [ ]

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_
[ ] [ ]

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_
[ ] [ ]

References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Previous Employment**

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact your supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact your supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your supervisor for a reference? YES NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*  
*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*  
*I understand that this is an application for at-will employment with Habitat, voluntarily entered into, and that if offered a position I would be free to resign at-will at any time. Similarly, Habitat may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.*  
*I understand that by completing this application for employment, I am authorizing Habitat for Humanity serving Winona County to pull my consumer reports which may include criminal background check, sex offender registry check and credit report and that this information may be used in hiring decisions.*  
*This application is not intended to create contractual obligations of any kind.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_