



APPLICATION FOR EMPLOYMENT

Skagit Habitat for Humanity is an equal opportunity employer. Skagit Habitat for Humanity does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us?(circle one) Walk In Advertisement Referral Other

Have you ever worked for this company before? Yes No Explain _____

Do you know anyone who works for our company? Yes No If yes, who? _____

EDUCATION

Name and location of school	Degree Received	Subjects studied/Major
High School _____	_____	_____
College or University _____	_____	_____
Trade School _____	_____	_____

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration.

From _____ To _____ Employer Name _____ Telephone _____
Job Title _____ Address _____
Immediate supervisor and title _____
Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

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Job Title _____ Address _____
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Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address	Phone	Email	Company	Years Acquainted
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Skagit Habitat for Humanity to hire me. If I am hired, I understand that either Skagit Habitat for Humanity or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Skagit Habitat for Humanity has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Skagit Habitat for Humanity true and complete information on this application. No requested information has been concealed. I authorize Skagit Habitat for Humanity to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.