



Habitat for Humanity Pasadena Employment Application

Applicant Information				
Date	Position applied for			
Last Name	First Name			M.I.
Address				
City	State	Zip	E-mail address	
Home Phone	Best Number to reach you during business hours?			
Education				
Date	Degree	School	Major	
Full-time employment History (Most recent first, attach extra sheet if necessary)				
1. Start Date _____ End Date _____ Company _____				
Salary _____ Position & major responsibilities _____				
Reported to _____ Reason for leaving _____				
2. Start Date _____ End Date _____ Company _____				
Salary _____ Position & major responsibilities _____				
Reported to _____ Reason for leaving _____				
3. Start Date _____ End Date _____ Company _____				
Salary _____ Position & major responsibilities _____				
Reported to _____ Reason for leaving _____				

Habitat for Humanity Pasadena

Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, sex, pregnancy, national origin, age, disability, veteran status, sexual orientation, citizenship, or any other legally protected status

Date _____ Position applied for _____

On what date would you be available to start work? _____

Are you available to work: (circle all that apply) Full time Part time Shift Work Temporary

What are your salary expectations? _____ What hours are you available to work? _____

How did you learn about Habitat for Humanity Pasadena: (circle one)

Advertisement Walk-In

Referred by: _____ Other: _____

Please circle Yes or No to the following questions:

- | | | |
|---|-----|----|
| 1. Have you ever filed an application with us before?
If yes, please give date: | Yes | No |
| 2. Have you ever been employed with us before?
If yes, please give date: | Yes | No |
| 3. Are you currently employed? | Yes | No |
| 4. May we contact your present employer? | Yes | No |
| 5. Are you prevented from lawfully becoming employed
in this country because of Visa or Immigrant status?
(proof of citizenship or immigration status will be required upon employment) | Yes | No |
| 6. Are you currently in "lay off" status and subject to recall? | Yes | No |
| 7. Can you travel if a job requires it? | Yes | No |
| 8. Do you have a valid Texas driver's license? | Yes | No |
| 9. Have you ever been convicted or pleaded guilty to a crime?
(conviction will not necessarily disqualify an applicant for employment) | Yes | No |

If yes, please explain: _____

HFHP is an equal opportunity/drug free employer

Professional References

Name	Company	Relationship	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant Statement

I hereby affirm that the information I have provided in this application (and the accompanying resume, if any) knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration for employment or result in my dismissal from employment. I understand that nothing contained in this employment application, or in granting an interview, is intended to create an express or implied employment contract between Habitat for Humanity Pasadena and myself. No promises regarding employment or duration of employment have been made to me.

Signature _____

Date _____

Affirmative Action Voluntary Information

We consider all applicants for positions without regard to race, color, religion sex, national origin, citizenship, age mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations that may apply, we invite you to complete this applicant data survey.

Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulation

Position(s) applied for _____

Referral Source

- Walk-in
- Government Employment Agency
- Private Employment Agency
- Employee
- Relative
- School
- Advertisement Source _____

Name of person who referred you (if applicable) _____

Applicant Information

Name _____ Telephone _____
Last First Middle

Address _____
Street City State Zip

- Male
- Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic
- American Indian/ Alaskan Native
- Asian/ Pacific Islander
- Multiracial

This identification group is recognized only in Michigan

For Administrative use Only

Positions applied for available not available

Other positions considered for _____

Hired Yes No

Position hired for _____ Date of hire _____

Notes _____

Completed by _____ Date _____