



APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		
Last Name	First Name	Middle Name
Email Address:		
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Date of Birth	Social Security Number
		- -

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you ever filed an application with us before? Yes No
- If Yes, give date: _____
- Have you ever been employed with us before? Yes No
- If Yes, give date: _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of legal ability to accept employment will be required upon employment. Yes No
- On what date would you be available for work? _____
- Are you available to work: Full Time Part Time Shift Work Temporary
- Are you currently on "lay-off" status and subject to recall? Yes No
- Can you travel if a job requires it? Yes No

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS: Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS: Check Skills/Equipment Operated.			
_____ Estimating Software	_____ Point of Sale	Carpentry (list):	Other (list):
_____ Windows Environment	_____ Excel		
_____ Power Point	_____ Word		
_____ Web Applications	_____ CADD		

State any additional information you feel will be helpful to us in considering your application (include any Habitat volunteer experience).

REFERENCES:
1. _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> (Name) Phone # </div> <hr/> <div style="display: flex; justify-content: center; width: 80%;"> (Address) </div>
2. _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> (Name) Phone # </div> <hr/> <div style="display: flex; justify-content: center; width: 80%;"> (Address) </div>
3. _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> (Name) Phone # </div> <hr/> <div style="display: flex; justify-content: center; width: 80%;"> (Address) </div>

BACKGROUND:

Have you ever been convicted of or plead guilty or no contest (no lo contender) to a felony or offense involving moral turpitude **(including but not limited to theft, rape, murder, swindling or indecency with a minor)?**

Please circle one: YES NO

If YES, please explain where, when and the nature of the offense; also indicate whether the charges were dismissed as a condition of probation, suspension or deferred adjudication.

A felony conviction is not an automatic bar to employment.

Habitat for Humanity Choptank will consider the nature, date and relationship between the offense and the position for which you are applying.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause or notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer including pre-employment criminal background searches and driving record searches.

Driver's License Number _____

State of Issue _____

Signature of Applicant _____

Date _____

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Acknowledged: _____
Signature of Applicant

_____ Date

All candidates for hire with Habitat for Humanity Choptank are required to complete a criminal background check which includes screening against the national sexual offender list. Staff with truck driving responsibilities may be subject to drug and alcohol testing.