

APPLICATION FOR EMPLOYMENT

The mission of Habitat for Humanity of Greater Centre County (HFHGCC) is to partner with working families, sponsors, and communities to build affordable, quality homes and to provide support services that promote successful home purchase and ownership.

APPLICANT INFORMATION

| | |
|---|--|
| Name | Application Date |
| Address | Position Applied For |
| City | State Zip |
| Phone (Home / Cell) | Email Address |
| If offered employment, can you provide verification of your legal right to work in the United States? Yes / No | |

GENERAL INFORMATION

| | | |
|---|-----|----|
| Are you at least 18 years old? | Yes | No |
| Are you available to work weekends (Saturdays)? | Yes | No |
| Do you have a current Pennsylvania Driver's License? | Yes | No |
| Do you have reliable transportation? | Yes | No |
| Do you have any relatives employed by HFHGCC or beneficiary of HFHGCC? | Yes | No |
| <i>If yes, explain</i> | | |
| Have you previously been employed by HFHGCC, the ReStore or any other Habitat for Humanity affiliate in any capacity? | Yes | No |
| <i>If yes, when/where</i> | | |
| Have you ever been convicted of a criminal offense – felony or serious misdemeanor? (Please note: A conviction will not necessarily disqualify you for employment.) | Yes | No |
| <i>If yes, explain</i> | | |
| Are you able to perform the essential duties of the position for which you are applying with or without reasonable accommodations? | Yes | No |
| <i>If no, explain</i> | | |
| How were you referred to HFHGCC? | | |

EDUCATION

| School Name | Years Attended | Certificate / Major / Degree |
|-------------|----------------|------------------------------|
| | | |
| | | |
| | | |

| PREVIOUS EMPLOYMENT (List up to your last three positions) | | | |
|---|--------------------------|------------------------|------------------|
| Employer | | | Job Title |
| Dates Worked | Hourly Wage / Hours Week | Average Monthly Income | |
| Supervisor | | Business Phone | |
| Employer | | | Job Title |
| Dates Worked | Hourly Wage / Hours Week | Average Monthly Income | Type of Business |
| Supervisor | | Business Phone | |
| Employer | | | Job Title |
| Dates Worked | Hourly Wage / Hours Week | Average Monthly Income | Type of Business |
| Supervisor | | Business Phone | |

| REFERENCES (List three personal or professional references with contact information) | | |
|---|-------|-------|
| Name | Phone | Email |
| Name | Phone | Email |
| Name | Phone | Email |

| APPLICANT STATEMENT | |
|---|-------------|
| <p>I hereby affirm that the information I have provided in this application (and the accompanying resume, if any) to the best of my knowledge is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may disqualify me from consideration of employment or result in termination of employment. I understand that this application does not constitute an offer of employment. I understand that, in some cases, background or driving record checks will be required and I will be notified if this applies to this application.</p> | |
| Applicant Signature | Date |
| _____ | _____ |

Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.

Equal Opportunity Policy: Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.