



APPLICATION FOR EMPLOYMENT

Applicant: Thank you for your interest in our organization. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment depends solely on your qualifications. To enable us to evaluate this application properly, please answer all questions carefully and as completely as possible.

Name _____ Social Security No. _____
 (Last) (First) (Middle)
 Home Address _____ Home Phone: _____
 (Street) (City) (State) (Zip)
 E-Mail: _____ Cell Phone: _____

GENERAL

Position applying for: _____	Employment desired: Full-time only <input type="checkbox"/> Full or Part-time <input type="checkbox"/> Part-time only <input type="checkbox"/>	Available to start: _____	Desired earnings: _____ (be specific)
Days available to work: Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday <input type="checkbox"/> Saturday <input type="checkbox"/> <i>Notice: Regular business hours for the ReStore is 9:00am-6:00pm Mon.-Sat.</i>	How many hours can you work per week? _____	Can you provide proof that you are eligible for employment in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/> If under 18, please list age: _____	
Have you ever been convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: _____	Do you have a valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> Type: Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/>	Have you had any accidents or moving violations in the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> How many? _____ Explain: _____	

EDUCATION/TRAINING

School	Name	Location	Graduated?		Years Completed	Degree Diploma Certificate
			Yes	No		
High						
College						
Graduate or Trade School						
Military						

REFERENCES: Please list three individuals who could serve as a work or professional reference.

Name	Address	Phone No.	How does this person know you?

EMPLOYMENT RECORD

Please list your work experience for *at least the past five years* beginning with your most recent job held. Attach additional sheets if necessary.

Name and address of employer:

Phone # _____

Employed				Ending Salary	Reason for leaving	Supervisor's name
From		To				
Mo.	Yr.	Mo.	Yr.			

Job title: _____

Description of duties: _____

Name and address of employer:

Phone # _____

Employed				Ending Salary	Reason for leaving	Supervisor's name
From		To				
Mo.	Yr.	Mo.	Yr.			

Job title: _____

Description of duties: _____

Name and address of employer:

Phone # _____

Employed				Ending Salary	Reason for leaving	Supervisor's name
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Mo.	Yr.	Mo.	Yr.			

Job title: _____

Description of duties: _____

Name and address of employer:

Phone # _____

Employed				Ending Salary	Reason for leaving	Supervisor's name
From		To				
Mo.	Yr.	Mo.	Yr.			

Job title: _____

Description of duties: _____

May we contact your present employer? Yes No If yes, whom should we contact? _____

Please account for any periods of unemployment in the past five years: _____

What special skills, knowledge, talents, or other job-related experiences, not covered elsewhere, do you have?

In exchange for the consideration of my job application by Greater Des Moines Habitat for Humanity, Inc.(hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Greater Des Moines Habitat for Humanity, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Greater Des Moines Habitat for Humanity, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application the Company screens all potential staff on the sexual offender registry. By completing this application, I am submitting to such inquiry.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Did you complete this application yourself? Yes No If not, who did? _____

Signature _____ Date _____

By transmitting electronically, I certify everything to be true and agree to the terms listed on this application for employment.