

# Habitat for Humanity of Laredo, Inc.

## Application for Employment

We consider applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

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How did you hear about us?

☐ Advertisement ☐ Friend ☐ Inquiry ☐ Employment Agency ☐  
☐ Relative ☐ Other \_\_\_\_\_

Name: Last, First Middle \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cellular \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony: Yes ☐ No ☐

If so, complete the following: (Do not include minor traffic violations)

Date: \_\_\_\_\_ Offense \_\_\_\_\_ Place \_\_\_\_\_

Disposition: \_\_\_\_\_

Best time to contact you is: \_\_\_\_\_ AM; \_\_\_\_\_ PM

If you are under 18 years of age, can you provide required proof of eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? If yes, provide date \_\_\_\_\_ ☐ Yes ☐ No

Have you ever been employed with us before? If yes, provide date \_\_\_\_\_ ☐ Yes ☐ No

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If yes, state name, relationship and position. \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawful becoming employed in the U.S.A. because of Visa or immigration status? ☐ Yes ☐ No

*Proof of citizenship or immigration status will be required upon employment.*

Date available for work? \_\_\_\_\_

Are you available to work: ☐ Full time ☐ Part Time ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

**Employment History**

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

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Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

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Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Military Service**

Branch \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain. \_\_\_\_\_

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**Education**

High School \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

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College \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

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Graduate/Professional \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

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Other \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

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**Volunteer Experience (school, nonprofit, churches, synagogues, etc.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Statement: What makes you a good candidate for a position at Habitat for Humanity of Laredo?**

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**PERSONAL/PROFESSIONAL REFERENCES** (Do not include family members or past supervisors)

	<b>Name</b>	<b>Phone Number</b>	<b>Occupation</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

**APPLICANTS STATEMENT**

I certify that answers given are true and complete. I authorize investigation of all statements in this application for employment as many be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant 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 this Employee may resign at any time and the employer may discharge an employee at any time with or without cause. 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 acknowledge 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, I am required to abide by all rules and regulations of the employer.

I, \_\_\_\_\_, hereby consent and authorize Habitat for Humanity of Laredo, Inc. and/or its agent to prepare a pre-employment report including, but not limited, to obtaining a consumer report and information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics and mode of living. This report may involve personal interviews with sources such as neighbors, friends, associates, and past employers. Public records may be used in this report, such as civil and criminal records, liens, judgments, bankruptcy, that are deemed to having a bearing on my character. I also consent to this check being performed at any time during my employment with Habitat for Humanity of Laredo, Inc.

\*In using a consumer report for pre-employment screening, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the applicant to whom the report related, a copy of the report and a description in writing of your rights including the right to request disclosure of the nature, sources and recipients of any reports or information received by Habitat for Humanity of Laredo, Inc. Federal Trade Commission, Sec. 609(3).

_____	_____
Signature of Applicant	Date

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ Dates \_\_\_\_\_

Prior Address: \_\_\_\_\_ Dates From: \_\_\_\_\_ to \_\_\_\_\_

## **Voluntary Self-Identification of Disability**

### **Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

### **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

Blindness  
Deafness  
Cancer  
Diabetes  
Epilepsy  
Autism  
Cerebral palsy  
HIV/AIDS  
Schizophrenia  
Muscular dystrophy  
Bipolar disorder  
Major depression  
Multiple sclerosis (MS)  
Missing limbs or partially missing limbs  
Post-traumatic stress disorder (PTSD)  
Obsessive compulsive disorder  
Impairments requiring the use of a wheelchair  
Intellectual disability (previously called mental retardation)  
Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

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Signature

Date

### **Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment: