



Nashville Area Habitat For Humanity
APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Today's 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 _____			
Position & Major Responsibilities _____			
Base Salary _____ Reported To _____ Reason for Leaving _____			
2. Start Date _____ End Date _____ Company _____			
Position & Major Responsibilities _____			
Base Salary _____ Reported To _____ Reason for Leaving _____			
3. Start Date _____ End Date _____ Company _____			
Position & Major Responsibilities _____			
Base Salary _____ Reported To _____ Reason for Leaving _____			

Nashville Area Habitat For Humanity **APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, sex, pregnancy, national origin, age (over 40), disability, veteran status, sexual orientation, citizenship, or any other legally protected status.

Today's Date: _____ Positions 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 hours are you available to work? _____

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

Advertisement Employment Agency 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 Immigration status?
<i>(proof of citizenship or immigration status will be required upon employment)</i> | Yes | No |
| 6. Are you currently on "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 Tennessee Driver's License? | Yes | No |
| 8. Have you ever been convicted or pleaded guilty to a crime?
<i>(conviction will not necessarily disqualify an applicant from employment)</i> | Yes | No |
- If yes, please explain: _____
-

NAHFH IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER

PROFESSIONAL REFERENCES:

NAME	COMPANY	RELATIONSHIP?	PHONE NO.
------	---------	---------------	-----------

APPLICANT STATEMENT:

I hereby affirm that the information I have provided in this application (and the accompanying resume, if any) is true and complete to the best of my 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 Nashville Area Habitat for Humanity and myself. No promises regarding employment or duration of employment have been made to me.

Signature _____ Date _____

Affirmative Action Voluntary Information

Completion of information below is voluntary

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.

Please Print

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 InformationName _____ Telephone () _____
Last First MiddleAddress _____
Street City State Zip Code

o Male o 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 (parents of different races)
THIS IDENTIFICATION GROUP IS RECOGNIZED ONLY IN MICHIGAN

For Administrative use OnlyPosition(s) applied for Available Not Available

Other positions considered for _____

Hired Yes No

Position hired for _____ Date of hire ____ / ____ / ____

From the EEO job classifications listed below, which one best describes the position filled?

- Officials and Managers Sales Workers Operatives (semi-skilled)
 Professionals Office and Clerical Workers Laborers (unskilled)
 Technicians Craft Workers (skilled) Service Workers

Notes _____

Completed by _____ Date ____ / ____ / ____