



*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? _____	

<b>EDUCATION</b>			
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**

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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.

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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? \_\_\_\_\_

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

Advertisement                  Employment Agency                  Walk-In

Referred by: \_\_\_\_\_ Other: \_\_\_\_\_

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**Please circle Yes or No to the following questions:**

- |   |     |    |
|---|-----|----|
| 1. Have you ever filed an application with us before:<br>If yes, please give date: _____  | Yes | No |
| 2. Have you ever been employed with us before:<br>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<br>in this country because of Visa or Immigration status?<br><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 required it?   | Yes | No |
| 8. Do you have a valid Tennessee Driver's License?  | Yes | No |
| 9. Have you ever been convicted of a felony or misdemeanor or pleaded<br>guilty to a crime other than a minor traffic violation?<br><i>(A conviction or pleading guilty may not necessarily disqualify an applicant from potential employment )</i> | Yes | No |

If yes, please explain: \_\_\_\_\_

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**NAHFH IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER**

## PROFESSIONAL REFERENCES:

NAME	COMPANY	RELATIONSHIP?	PHONE NO.
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## 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 \_\_\_\_\_



## Voluntary Affirmative Action Information

Nashville Area Habitat for Humanity is an Equal Opportunity Employer. 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.

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                       Job Fair                       Government Employment Agency                       Private Employment Agency  
 Employee                       Relative                       School  
 Advertisement-Source \_\_\_\_\_

Name of person who referred you (if applicable) \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

- Male  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)  
 Do not wish to identify

### For Administrative use Only

Position(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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To be completed by applicant on a voluntary basis. Not for interview purposes. Will be detached from application form and kept in a separate file to which no one involved in the hiring process will have access.



\*\* THIS FORM IS VOLUNTARY \*\*

## CERTIFICATION FOR APPLICANTS SEEKING SECTION 3 PREFERENCE IN TRAINING AND EMPLOYMENT OPPORTUNITIES

**Nashville Area Habitat for Humanity, Inc.**, receives federal funds through HUD's (U.S. Department of Housing and Urban Development) Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent feasible, to provide job training and employment opportunities to Section 3 residents and contracting opportunities with Section 3 business concerns.

A Section 3 resident, as referenced below, is defined as: (1) a resident of a public housing project, or (2) a low- or very-low income person who resides in your metropolitan area or non-metropolitan county. Low-income persons are defined as households (including single persons) whose income does not exceed 80% of the Area Median Income (see chart below).

<b>SECTION 3 INCOME LIMITS</b>		
All residents of public housing developments of Metropolitan Development and Housing Agency (MDHA) qualify as Section 3 residents. Additionally, individuals residing in the counties of Cannon, Cheatham, Davidson, Dickson, Robertson, Rutherford, Sumner, Trousdale, Williamson, or Wilson who meet the income limits set forth below can also qualify for Section 3 status.		
NOTE: A picture identification card and proof of current residency is <u>required</u> .		
<b>Eligibility Guideline</b>		
<b>Number in Household</b>	<b>Very Low Income</b>	<b>Low Income</b>
1 individual	\$23,200	\$37,100
2 individuals	\$26,500	\$42,400
3 individuals	\$29,800	\$47,700
4 individuals	\$33,100	\$52,950
5 individuals	\$35,750	\$57,200
6 individuals	\$38,400	\$61,450
7 individuals	\$41,050	\$65,700
8 individuals	\$43,700	\$69,900

(Effective May 31, 2011)

A Section 3 resident seeking the preference in training and employment provided by federal law shall certify, or submit evidence to Nashville Area Habitat for Humanity, Inc., Habitat for Humanity International, HUD or a designee if requested, that the candidate is a Section 3 resident, as defined in Section 135.5.



**\*\* THIS FORM IS VOLUNTARY \*\***

### **Certification for Applicant Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, reside in (check one of the following):

- the metropolitan area of **Nashville-Davidson County**
- the non-metropolitan county of **Cannon, Cheatham, Dickson, Robertson, Rutherford, Sumner, Trousdale, Williamson, or Wilson**

My permanent address is:

\_\_\_\_\_  
Street Number      Street Name      Apt. #

\_\_\_\_\_  
City      State      Zip Code

(Check *at least* one of the following):

- I reside in a public housing development.
- I participate in a HUD YouthBuild program.
- I meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse side of this form.

Check *at least* one of the boxes below and attach the appropriate documentation as evidence of your status:

- Copy of lease
- Copy of evidence of participation in a public assistance program
- Copy of evidence of participation in a HUD YouthBuild program
- Proof of income (i.e. recent tax return, pay stubs, child support, government assistance, etc.)
- Other evidence (specify): \_\_\_\_\_

I certify under penalty of perjury that the above and attached information is true and correct to the best of knowledge and belief and that I may face penalties for providing false information.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date