

# APPLICATION FOR EMPLOYMENT

## Habitat for Humanity of Williamson County, TX

HFHWC (EQUAL OPPORTUNITY EMPLOYER)

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This affiliate does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age, veteran status, or any other factor protected by federal, state, and/or local law. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully, but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

### General

Applying for position as:	Date Available:	Salary Range Required:	Type of Employment Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> _____ <input type="checkbox"/>
Do you have any relatives who work for HFHWC? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, who? _____		
Have you ever applied to HFHWC before? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? ____/____/____	What is his or her relationship to you? _____		
	How did you hear about this job opening? _____		

### Personal Information

Last Name	First Name	Middle Name
Address (Number, Street, City, State, ZIP Code)		

Other names used	Phone Number:	Are you authorized to work in the United States?:
	Email Address:	YES <input type="checkbox"/> NO <input type="checkbox"/>

### Education – Include name, city and state

Education	Type of course	Graduated?	Degree
High School			
College			
Trade, Business, Night, Correspondence			
Other			

### Criminal Conviction Record

**Habitat for Humanity of Williamson County (HFHWC) checks criminal conviction records of ALL applicants for employment.**

A conviction does not necessarily mean that HFHWC will reject your application. We consider the nature of the offense, your age at the time, when the offense occurred, and the position for which you are applying, among other factors. However, a false answer to the question may disqualify you from further consideration or may result in your termination for falsifying your application.

This question covers all crimes, **including traffic offenses**, except those traffic violations for which there was no final conviction (for example, you took a defensive driving course or a fine of less than \$100 was paid.)

**Have you ever been convicted of, pled guilty to, or pled 'no contest' to any criminal offense?** YES     NO

If yes, give dates, circumstances, and nature of offense. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employment – List all positions in the last 15 years including self-employment, if applicable.

Name of Employer	Address (Number, Street, City, State, ZIP Code)
------------------	---

Phone	Your Title	Name of Direct Supervisor
-------	------------	---------------------------

Briefly describe your responsibilities:

---

---

May we contact this employer while we are considering your application? YES  NO

Dates Employed:	Did you supervise staff in this position? YES <input type="checkbox"/> NO <input type="checkbox"/>	Starting Salary	Final Salary
-----------------	---	-----------------	--------------

Reason for Leaving or considering a change

---

Name of Employer	Address (Number, Street, City, State, ZIP Code)
------------------	---

Phone	Your Title	Name of Direct Supervisor
-------	------------	---------------------------

Briefly describe your responsibilities:

---

---

May we contact this employer while we are considering your application? YES  NO

Dates Employed:	Did you supervise staff in this position? YES <input type="checkbox"/> NO <input type="checkbox"/>	Starting Salary	Final Salary
-----------------	---	-----------------	--------------

Reason for Leaving or considering a change

---

Name of Employer	Address (Number, Street, City, State, ZIP Code)
------------------	---

Phone	Your Title	Name of Direct Supervisor
-------	------------	---------------------------

Briefly describe your responsibilities:

---

---

May we contact this employer while we are considering your application? YES  NO

Dates Employed:	Did you supervise staff in this position? YES <input type="checkbox"/> NO <input type="checkbox"/>	Starting Salary	Final Salary
-----------------	---	-----------------	--------------

Reason for Leaving or considering a change

---

Give dates and explanation of any gaps in your employment history:

---

---

## Other Experience

List all current special license (s), permit(s), certification(s), and level or credited hours (CPR, Lifeguard, First Aid, etc.)

---

---

---

List equipment, machinery, or special skills related to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience.

---

---

---

Complete all information below for professional and/or personal references are at least 21 years of age.  
**Relatives may not be used as personal references.**

References	Name , Address & email address	Phone Numbers	Years known/ Relationship

## PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by HFHWC. I authorize HFHWC, its affiliates, and their representatives to investigate all information given and to secure additional job-related information if necessary. I authorize an investigative report to be made whereby information is obtained through personal interviews with third parties, such as family members, business associates financial sources, friends, neighbors or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include but is limited to verification of previous employment references, verification of education, including requests for transcripts; credit reports; motor vehicle driving records; and criminal reports. I hereby release from all liability or responsibility all persons, companies, organizations, or corporations furnishing such information to Habitat for Humanity of Williamson County.

I also understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment or, if employed, dismissal without advance notice.

I authorize the schools, persons, pervious employers, agencies and other organizations named in this application to provide HFHWC (its authorized employees, agents, or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies, and organizations from any and all liability which they might otherwise incur as a result.

In the event I am employed, I understand that all employees are subject to termination at the discretion of HFHWC. In the event of employment by HFHWC and I chose to voluntarily terminate my employment, I am free to do so at any time, and if I chose to give proper notice of termination, the affiliate may either permit me to continue my employment during the notice period or may accept my resignation effective immediately.

I understand that, in the event I am employed by HFHWC, my compensation, hours of employment, and all other terms and conditions of employment are subject to modification or change by HFHWC at their discretion.

I authorize HFHWC to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

**In the event of my employment, I will comply with all rules and regulations as set forth in the HFHWC's policy manual or other communications distributed to employees.**

**I understand that beginning and continuing employment at HFHWC depends, in part, on the following:**

- 1) Passing a drug screen and/or physical examination, if requested by HFHWC, to be given by a doctor, nurse or facility selected by HFHWC**
- 2) Satisfying HFHWC's requirements concerning the following:**
  - a. My driving record**
  - b. My criminal history record**
  - c. Reference checks**
  - d. Documents required by law**

I understand that as long as my employment with HFHWC lasts, HFHWC may repeat any and/or all of the above requirements at any time.

I understand that the completion of this form does not guarantee me status as applicant or any consideration for employment.

I have read the above statements and accept the same as a condition of my application for employment with Habitat for Humanity of Williamson County.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date