



Employment Application

900 Tidewater Drive, Norfolk, VA 23504
 P: 757-640-0590 F: 757-640-0595 www.shrhabitat.org

Personal Information

 Last Name First Name Middle Initial Date

 Address City State Zip Code

 Home Phone Business Phone E-mail address

 Previous Address (if at current address less than 5 years) Drivers License Number/State

If you are not a citizen of the United States, are you eligible to work in the U.S. and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes No

Are you under 18? Yes No

Have you ever been convicted of a felony? Yes No

 If yes, give date, place, offense, and outcome

Employment Interest

 Position Desired Date Available

Education and Training

Indicate last level completed High School College or University Graduate School

Name of High School, Tech School, College	City, State	Major	Degree	Year of Degree

Employment History

Please list most recent employer first

Company Name Street Address

City State Zip Code May we contact employer Yes No

Supervisor's Name and Title Phone

Reason for Leaving Date of Employment (From) (To)

Job Duties

Company Name Street Address

City State Zip Code May we contact employer Yes No

Supervisor's Name and Title Phone

Reason for Leaving Date of Employment (From) (To)

Job Duties

Company Name Street Address

City State Zip Code May we contact employer Yes No

Supervisor's Name and Title Phone

Reason for Leaving Date of Employment (From) (To)

Job Duties

Business Reference Data

Please list at least one present or former manager

Name Email address Phone Business/Relationship

Read carefully and sign

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing it to Habitat. In consideration of my employment, I agree to conform to the rules and regulations of Habitat for Humanity. I further agree that either the Company or I may terminate my employment with or without cause and with or without prior notice at any time.

Signature Date

05/03/2010

Affirmative Action Voluntary Information

Habitat for Humanity of South Hampton Roads

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.

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 form 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 regulations.

Position(s) applied for: _____ (Applicant's name)

Referral Source

- | | | |
|---|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Relative | <input type="checkbox"/> School |
| <input type="checkbox"/> Advertisement-Source _____ | | |

Name of person who referred you (if applicable) _____

Applicant's Name: _____ Last First Middle Tel: _____

Address _____ Street City State Zip Code

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- | | |
|--|--|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> White (of Hispanic origin) |
| <input type="radio"/> Black (not of Hispanic origin) | <input type="checkbox"/> Black (of Hispanic origin) |
| <input type="checkbox"/> Asian/Pacific Islander (not of Hispanic origin) | <input type="checkbox"/> Asian/Pacific Islander (of Hispanic origin) |
| <input type="checkbox"/> American Indian/Alaskan Native (not of Hispanic origin) | |
| <input type="checkbox"/> American Indian/Alaskan Native (of Hispanic origin) | |
| <input type="radio"/> Multiracial (not of Hispanic origin) | <input type="radio"/> Multiracial (of Hispanic origin) |

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?

- | | | |
|---|--|--|
| <input type="checkbox"/> Officials and Managers | <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Operatives (semi-skilled) |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Office and Clerical Workers | <input type="checkbox"/> Laborers (unskilled) |
| <input type="checkbox"/> Technicians | <input type="checkbox"/> Craft Workers (skilled) | <input type="checkbox"/> Service Workers |

Notes _____

Completed by _____ Date _____