



## Application for Employment



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle initial \_\_\_\_\_  
 Date \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Birthday: \_\_\_\_\_ (don't include year)

Are you over 18 years old? \_\_\_\_\_

Drivers license verification: State \_\_\_\_\_ Driver's License # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Position applied for: \_\_\_\_\_

When can you start? \_\_\_\_\_ Minimum salary requirement \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Are there any hours you cannot work? \_\_\_\_\_

Are you authorized to work in the U.S. on an unrestricted basis? \_\_\_\_\_

	Name & Location of School	Year Graduated	Major	Diploma/Degree
High School		XXXXXXXXXX XXXXXXXXXX	XXXXXX XXXXXX	
College/Univer				
College/Univer				
Military History or Current Obligation:				

## WORK HISTORY

May we contact this employer: Yes or No

Most Recent Employer	Address	Telephone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name & Title of Supervisor	Reason For Leaving	

May we contact this employer: Yes or No

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In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our organization?

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**REFERENCES**

Name _____	Relationship _____
Street Address _____	
City, State, Zipcode _____	
Day Phone _____	Evening or Cell _____

Name _____	Relationship _____
Street Address _____	
City, State, Zipcode _____	
Day Phone _____	Evening or Cell _____

Name _____	Relationship _____
Street Address _____	
City, State, Zipcode _____	
Day Phone _____	Evening or Cell _____

Name _____	Relationship _____
Street Address _____	
City, State, Zipcode _____	
Day Phone _____	Evening or Cell _____

**BACKGROUND CHECKS**

The Code of Iowa prohibits employment of individuals with a record of criminal conviction or founded child abuse where an agency employee might be directly involved in the care of children. As we work directly with families and with church youth groups and other children’s groups, Habitat for Humanity Quad Cities will not employ persons with these records.

Do you currently use substances, smoke marijuana or use any other “illicit” drug? Yes No

Have you ever committed, convicted or had substantiated instances of dependent adult/child abuse, neglect or sexual abuse? Yes No

Are you now under charges for any criminal offense or charges of dependent adult/child abuse, neglect or sexual abuse? Yes No

Have you ever been convicted of any offense against the law, including deferred judgments or forfeited collateral? Yes\_\_\_\_\_ No \_\_\_\_\_

I understand that prior to employment, a complete background check will be done \_\_\_\_\_  
Please initial

Date: \_\_\_\_\_ Charge \_\_\_\_\_ Place \_\_\_\_\_

Court \_\_\_\_\_ Action Taken \_\_\_\_\_

**APPLICANTS CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements or misrepresentations may result in my dismissal. I authorize Habitat for Humanity Quad Cities to make an investigation of any facts set forth in this document.

I acknowledge that consideration for employment is contingent on the results of a reference check, criminal record check, my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and upon verification of the information provided by me in my application, resume or interview(s). I expressly authorize all employers, personnel, schools, companies, corporations, and law enforcement agencies to supply any and all information concerning my qualifications for employment and to verify the information given by me in this application process.

I understand that employment at Habitat for Humanity Quad Cities is “at will”, which means that either I or Habitat for Humanity Quad Cities can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. I understand that no supervisor or executive of Habitat for Humanity Quad Cities other than the Executive Director or the Board of Directors has any authority to alter the foregoing.

Date \_\_\_\_\_ Applicants Signature \_\_\_\_\_