



Application for Employment

Mission of the Harbor Habitat for Humanity ReStore

The purpose of the Harbor Habitat for Humanity ReStore is to support the mission of Harbor Habitat for Humanity by:

- Putting surplus home improvement materials to good use by accepting them as donations and selling them rather than having them added to area landfills.
- Providing high quality, useable home improvement materials at low cost to homeowners and landlords for the improvement of housing in the area.
- Using the profits created by these sales to help provide funding for the building of Habitat homes.
- Being a positive, visible reminder to the community of Harbor Habitat's work through excellent service to customers and donors.

INSTRUCTIONS: Please print clearly. Use a separate sheet if you need extra space for any questions. **Applicant must also submit a one-page, type-written cover letter explaining why they should be considered for the position. A resume is suggested but not required, unless specifically indicated for the position. Complete this form and email with cover letter and resume to:** jobs@harborhabitat.org, **OR mail in a sealed envelope to:** Harbor Habitat for Humanity, Attn: Human Resources, 785 East Main Street, Benton Harbor, MI 49022, **OR fax to** (269) 926-4051, Attn: Human Resources. The information provided in this application will be held in strict confidence. No phone calls or drop-ins please.

Personal Information

Today's date: _____

Name: Last _____ First _____ Middle _____

If you have ever worked under any other name, please give that name: (Last, First, Middle)

Address: Street _____ City _____ State _____ Zip Code _____

Telephone number and email where you can be reached during the day: _____ Social Security Number (Voluntary) _____
 Phone: (____) _____ - _____ Email: _____ - _____ - _____

Position(s) you are applying for: _____ How did you hear about this position? (circle one)
 Mail Max Benton Spirit Herald Palladium South Bend Tribune
 MI Talent Bank Habitat Website Other: _____

Indicate all types of work you will accept: Full Time Part Time (Number of hours per week: _____)

Specific days and hours available to work:
 Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Sun: _____

Minimum acceptable wage rate per hour: \$ _____ Date you can begin work: _____

Education

Please indicate below all secondary and post-secondary education, and training which you believe qualifies you for the position you are seeking.

Name and Address of School:	Attended From: (Month/Year)	Attended To: (Month/Year)	Was a Degree or Certificate awarded?	Areas of specialization or type of degree, if awarded:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If appropriate, please list professional registrations, certifications, or licenses you hold:

 Type _____ Expiration Date _____ Number _____ State _____

Employment History

Please account for all periods of employment for the last five years beginning with your present or most recent position, and include any employment prior to that period that indicates your work experience.

Name of present or last employer: _____				Telephone: (____) _____	
Complete address: _____					
Street		City		State	Zip Code
From Month/Year	To Month/Year	Starting Salary	Final Salary	Name of Immediate Supervisor	Reason For Leaving
		\$ _____ Per Hr.	\$ _____ Per Hr.		
Job Title and duties: _____					
May we contact this present/past employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of present or last employer: _____				Telephone: (____) _____	
Complete address: _____					
Street		City		State	Zip Code
From Month/Year	To Month/Year	Starting Salary	Final Salary	Name of Immediate Supervisor	Reason For Leaving
		\$ _____ Per Hr.	\$ _____ Per Hr.		
Job Title and duties: _____					
May we contact this present/past employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of present or last employer: _____				Telephone: (____) _____	
Complete address: _____					
Street		City		State	Zip Code
From Month/Year	To Month/Year	Starting Salary	Final Salary	Name of Immediate Supervisor	Reason For Leaving
		\$ _____ Per Hr.	\$ _____ Per Hr.		
Job Title and duties: _____					
May we contact this present/past employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of present or last employer: _____				Telephone: (____) _____	
Complete address: _____					
Street		City		State	Zip Code
From Month/Year	To Month/Year	Starting Salary	Final Salary	Name of Immediate Supervisor	Reason For Leaving
		\$ _____ Per Hr.	\$ _____ Per Hr.		
Job Title and duties: _____					
May we contact this present/past employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

The Harbor Habitat for Humanity ReStore is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.

Additional Information Please answer the following questions.

Are you 18 years of age or older? Yes No

Are you a U.S. Citizen? Yes No (Proof of citizenship or authorization to work in the U.S.A. is required)
 If not a U.S. Citizen, what type of visa do you hold? _____

Do you speak and write fluent English? Yes No What other languages do you speak and/or write? _____

Please account for any time during which you were not employed, in the military, in school, or in training, since the age of 21:

Have you ever been convicted of a felony (federal, local, or military)? Yes No If "Yes" give the following information:

Date	Place	Charge	Disposition and rehabilitation activities

Have you ever been denied a bond or had a bond cancelled? Yes No If "Yes" please explain: _____

Summarize other skills or experience including typing speed, machines operated, etc. which you feel qualify you for employment at the Harbor Habitat for Humanity ReStore: _____

References Please list three character references other than relatives who may be contacted.

Name	Title	Phone	Years Known

Acknowledgement Please read the following and circle "Yes" or "No" at the end of each statement before submitting the application. If you are unable to signify "Yes" to each statement, your application will not be accepted.

STATEMENT BELOW <u>MUST</u> BE SIGNED BY THE APPLICANT	
I certify that the information contained in this application is correct and complete to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire, or if hired, dismissal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to make any investigation of my personal history and financial credit record through any investigative or credit agencies of your choice. I authorize you to request and receive such information. (The Provisions of the Fair Credit Reporting Act may apply if a credit report is obtained and considered.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree that, if offered employment, I will conform to the policies of the employer which may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option and without prior notice to me.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that the employer recognizes the right of any employee to terminate employment at any time for any reason, and the employer retains a similar right. No oral or verbal statements, promises or representations may alter your right or that of the employer to terminate your employment at any time and for any reason.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I further understand that, if employed, I may be subject to a qualifying period, which may be extended at the employer's discretion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby acknowledge that I have read the above statements, replied to each and understand the same.	
Date: _____ Signature: _____	