



An Equal Opportunity Employer working in a drug-free environment



OTSEGO COUNTY HABITAT FOR HUMANITY
EMPLOYMENT APPLICATION

Otsego County Habitat for Humanity is an Equal Opportunity Employer and all applicants are considered without regard to age, color, disability, gender or gender identity, height, marital status, national origin, race, religion, sexual orientation, veteran status, or weight, nor as state or federal law otherwise prohibits

Please fill out ALL of the sections below:

Applicant Information:

Applicant Name:
Address:
City, State and Zip Code:
*Prior Address (if less than 1 year at current address):
Telephone Number:
E-Mail Address:

Employment Position:

Position that you are seeking:
How did you hear about this position?
What days are you available?
What hours or shifts are you available to work?
If needed, are you available to work overtime?
On what date can you start working if hired?
Do you have reliable transportation to and from work?

Personal Information:

Have you ever applied to or worked for Otsego County Habitat for Humanity?
If so, when and what position?
Do you have any friends, relatives, or acquaintances working for Otsego County Habitat for Humanity?
Are you 18 years or older?
Are you a U.S. Citizen approved to work in the United States?
What document can you provide as proof of citizenship or legal status?
Will you consent to a mandatory controlled substance test?
Will you consent to a background check?
Are you able to lift over 50 lbs., and/or do you have any condition, which would require job accommodations?
If yes please describe accommodations required:

(NOTE: Otsego County Habitat for Humanity complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional).

All applicants are considered without regard to age, color, disability, gender or gender identity, height, marital status, national origin, race, religion, sexual orientation, veteran status, or weight, nor as state or federal law otherwise prohibits.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state the nature of the crime(s) when and where convicted and disposition of the case: _____

Job Skills/Qualifications:

Please list below the skills, qualifications and any community involvement that you believe provide you the knowledge, skills, or abilities for the position of which you are applying: _____

Education & Training:

High School

Name	Location (City/State)	Year Graduated	Degree Obtained

College/University

Name	Location (City/State)	Year Graduated	Degree Obtained

Vocational School/Specialized Training

Name	Location (City/State)	Year Graduated	Degree Obtained

Military:

Are you a member of the Armed Services? _____ If so, what branch did you enlist? _____
What military skills do you possess that would be an asset to this position? _____

Previous Employment:

Employer Name: _____
Job Title: _____
Supervisor's Name: _____
Employer Address: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____
May we contact employer? _____

Employer Name: _____

Job Title: _____
 Supervisor's Name: _____
 Employer Address: _____
 Employer Telephone: _____
 Dates Employed: _____
 Reason for Leaving: _____
 May we contact employer? _____

Employer Name: _____
 Job Title: _____
 Supervisor's Name: _____
 Employer Address: _____
 Employer Telephone: _____
 Dates Employed: _____
 Reason for Leaving: _____
 May we contact employer? _____

Reference/Contact Information (Please include two professional and one personal reference):

<u>Name</u>	<u>Reference Type</u>	<u>Phone Number</u>
	Professional	
	Professional	
	Personal	

AT-WILL EMPLOYMENT:

"I CERTIFY THAT ALL THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FORGOING."

Applicant Signature

Date

Applicant Printed Name

Form Updated 5/11/2018