



APPLICATION FOR EMPLOYMENT

Watauga County Habitat for Humanity ReStore is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

PERSONAL INFORMATION

TO BE CONSIDERED FOR EMPLOYMENT, PLEASE COMPLETE THE FOLLOWING QUESTIONS COMPLETELY AS WELL AS A RESUME.

Position Applying for:		Application Date:	
Last Name:	First Name:	Middle:	
Present Address:		City/State:	Zip:
Home Phone:	Business/Message Phone:	E-Mail Address:	
Have you ever worked for WCHFH before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you currently have any relatives employed by WCHFH? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, Who?	
Do you have the legal right to be employed in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If hired, you will be required to submit proof of identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986.</small>			
Have you ever been convicted of anything other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, Please explain: <small>(Note: A conviction will not necessarily bar you from employment, each conviction will be judged on its own merits with respect to time, position, circumstance and seriousness.)</small>			

CONDITIONS OF EMPLOYMENT

In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. I understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States (in compliance with the Immigration Reform & Control Act of 1986).

WCHFH is a drug free work place.

I understand that in no event shall my hiring be considered as creating a contractual relationship between myself and WCHFH and unless otherwise provided in writing, such relationship shall be defined as "employment at will" where either party may dissolve the relationship.

I understand that consideration for employment is contingent on the results of a reference and criminal background check. Therefore, I hereby authorize WCHFH and/or affiliates to investigate the truthfulness of all statements made in this application, contact my former employers or other persons, who can verify information concerning this application, and I release and indemnify each person and organization from liability for providing information to WCHFH.

SIGNATURE OF APPLICANT

DATE

Date of Birth

Social Security Number

EDUCATION/TRAINING HISTORY

List Colleges, military, trade, business or other schools attended.

Name/Location of School	Course of Study (List Major)	Graduated (Yes/No)	Type of Degree/Certificate

SPECIALIZED SKILLS AND KNOWLEDGE

List any Skills or knowledge that show your ability to perform the job for which you are applying, (such as typing/keyboard speed, computer languages or software programs, foreign languages, etc.)

EMPLOYMENT VERIFICATION

LIST YOUR LAST THREE EMPLOYERS FOR EMPLOYMENT VERIFICATION PURPOSES

1. Current/Last Employer's Name, Address & Phone Number:

Supervisor's Name/Phone Number:

Your Job Title:

Employed (Month/Year) From:
To:

Salary:

Reason for Leaving:

2. Prior Employer's Name, Address & Phone Number:

Supervisor's Name/Phone Number:

Your Job Title:

	Employed (Month/Year) From: To:	Salary:	Reason for Leaving:
3.	Prior Employer's Name, Address & Phone Number:		
	Supervisor's Name/Phone Number:		Your Job Title:
	Employed (Month/Year) From: To:	Salary:	Reason for Leaving:

REFERENCES

Name:	Phone:
Name:	Phone:
Name:	Phone:

APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

I have reviewed the Job Description for the position I am applying for. I have the abilities required to perform the tasks as outlined in the Job Description.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Signature

Date