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APPLICATION FOR EMPLOYMENT

Skagit Habitat for Humanity is an equal opportunity employer and provides a drug-free environment. We are committed to providing a workplace in which all individuals can achieve success in a climate of equality. Skagit Habitat for Humanity does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. This application must be filled out completely, typed or printed in ink, and signed to be considered.

Position Applying For: _____ Full Time Part-Time Temporary

NAME (Last, First, Middle Initial) _____

Street Address _____

City, State, Zip Code _____

Home Phone () _____ Business Phone () _____ Cell Phone () _____ Email Address _____

Are you a U.S. Citizen? _____ Have you ever been convicted of a felony? _____, and if so, explain below

Education:

Have you graduated high school or received a GED or equivalency certificate? Yes No

College or Univ.	Name of School/location	From:	To:	Degree or Diploma	Major
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Training:

Licenses & Certificates – List all of your professional licenses, permits, and certificates:

Type: _____ State _____ Effective Date _____ Expiration Date _____

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Skills: Indicate the type, system or software package appropriate to each section below. Include level of competency such as excellent, average, beginner

Computer System (PC or MAC) _____ Other (ie, POS, Bookkeeping, Payroll, Budget Mgt, etc.)

Word Processing Software

Database Software

Publishing Software

Spreadsheet Software

EMPLOYMENT RECORD: Start with most recent employers

Employer Name: _____ Position Title: _____

City, State: _____ Dates of Employment – From: _____ To: _____

Supervisor: _____ Supervisor's Phone No: _____

Salary or Wage Rate: _____ Hours worked/week: _____

Responsibilities: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

EMPLOYMENT RECORD:

Employer Name: _____ Position Title: _____

City, State: _____ Dates of Employment – From: _____ To: _____

Supervisor: _____ Supervisor's Phone No: _____

Salary or Wage Rate: _____ Hours worked/week: _____

Responsibilities: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

EMPLOYMENT RECORD:

Employer Name: _____ Position Title: _____

City, State: _____ Dates of Employment – From: _____ To: _____

Supervisor: _____ Supervisor's Phone No: _____

Salary or Wage Rate: _____ Hours worked/week: _____

Responsibilities: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Professional References: Include those persons who have first hand knowledge of your skills and abilities.

Name: _____ Telephone Number: _____

Employer & Official Position: _____

Name: _____ Telephone Number: _____

Employer & Official Position: _____

Name: _____ Telephone Number: _____

Employer & Official Position: _____

Applicant's Certification and Agreement: Please read carefully before signing

I certify that the information provided in this application and any attachment materials included as a part of the application process are true, correct and complete, and that there is no willful misrepresentation, falsification or omission of any information contained in my application materials. I am aware that should investigation disclose any misrepresentation, falsification or omission as stated or implied, such misrepresentation, falsification, or omission constitutes grounds for rejection of my application or immediate dismissal from employment.

I hereby consent to and authorize any of my listed current or former employers to furnish any and all information concerning my employment record. In addition, I consent to and authorize the educational institutions that I attended to furnish any and all information concerning my educational background. I release all parties connected with any request for information from all claims, liability, and damages for whatever reason arising out of furnishing this information. I acknowledge that I have read, understand and consent to this authorization.

I consent to a background investigation to check all information contained in or related to my application, including records of law enforcement agencies. If I am employed, I understand that employment will be on a conditional basis pending completion of the background check(s). I understand that should investigation disclose misrepresentation, falsification or omission, such misrepresentation, falsification or omission would constitute grounds for rejection of my application or immediate dismissal from employment.

In consideration of my employment, I agree to abide by the rules and regulations of Skagit Habitat for Humanity and applicable local, state and federal laws.

Signature

Date
