



Habitat for Humanity of Laramie, Inc. County does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or religion. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on the application. You may attach a resume, but all questions must be answered.

Contact Information

Full Name: _____ Date: _____

Social Security Number: _____

Have you ever attended school or worked under a different name? (circle) No Yes

Home Address: _____

Telephone Number: _____ Best time to contact: _____

Email Address: _____

Employment Desired

Position Applying For: _____

Wage or salary desired? (circle)	Full-time	Date Available to Start Work:	Part-time	Temporary
_____	_____	_____	_____	_____

General Information

Are you 18 years old or older? (circle) No Yes

Are you legally permitted to work in the United States for any employer in a regular full or part-time job? (circle) No Yes

Note: All offers will be contingent upon the verification of lawful employment status as required by the Immigration Reform Control Act of 1986. If hired, you must present documentation establishing your U.S. employment eligibility within 3 business days of start date.

Have you ever been convicted of a crime? (circle) No Yes

If yes, list **all** convictions on a separate piece of paper and include the offense, date, and state in which the conviction occurred. Failure to list all convictions may result in the rejection of your application or termination of your employment if you are employed by Habitat for Humanity of Laramie County, Inc.

Reason for Leaving:		
Description of Duties:		
Name and Title of Supervisor:		
Date Left:	Salary on Leaving: \$	Per
Position on Leaving:		
Date Started:	Starting Salary: \$	Per
Starting Position:		
Most Recent Employer	Address	Telephone

Employment History

Have you ever been in the armed forces? (circle)	Yes	No
Branch:		
Are you currently in the National Guard? (circle)	Yes	No
Rank:		
Dates:		

Military Service

What skills or additional training do you have that relate to the job for which you are applying?

High School			
Technical, trade, junior college			
College			
Post-graduate			

Name & Location of School	Years Completed	Did you Graduate?	Degree Received
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Education

Do you have a valid driver's license? (circle) Yes No

List any professional designations you hold:

List any foreign languages which you can speak fluently:

Have you ever worked for Habitat for Humanity before? (circle) Yes No

If yes, list affiliate and dates.

Previous Employer		Address		Telephone	
Date Started:		Starting Salary: \$		Starting Position:	
Date Left:		Salary on Leaving: \$		Position on Leaving:	
Name and Title of Supervisor:					
Description of Duties:					
Reason for Leaving:					
Recent Employer		Address		Telephone	
Date Started:		Starting Salary: \$		Starting Position:	
Date Left:		Salary on Leaving: \$		Position on Leaving:	
Name and Title of Supervisor:					
Description of Duties:					
Reason for Leaving:					
Previous Employer		Address		Telephone	
Date Started:		Starting Salary: \$		Starting Position:	
Date Left:		Salary on Leaving: \$		Position on Leaving:	
Name and Title of Supervisor:					
Description of Duties:					
Reason for Leaving:					
If currently employed, may we contact your current employer? (circle) Yes No					
Have you ever been fired from a job or asked to resign? (circle) Yes No					
Working at the Habitat Restore can require lifting on the average 50 lbs. Can you complete the required lifting and physical requirements without accomodation? Yes No					

APPLICANT'S STATEMENT -- PLEASE READ CAREFULLY BEFORE SIGNING

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, omissions or misrepresentations may result in my dismissal. I hereby authorize Habitat for Humanity of Laramie County, Inc. to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and, further authorize the references I have listed to disclose to Habitat for Humanity of Laramie County, Inc. information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Habitat for Humanity of Laramie County, Inc., my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Print Name: _____

Signature: _____

Date: _____

Please list any other information you feel would be useful to us in consideration of your application:

Professional References

Please list professional references who can comment on your work experience. Do not include relatives.

Name	Occupation	Years Known	Phone Number