

# EMPLOYMENT APPLICATION

CONFIDENTIAL (WHEN COMPLETED)



APPLICANT INFORMATION									
Last Name		First		M.I.	Date				
Street Address						Apartment/Unit #			
City				State		ZIP			
Phone				E-mail Address					
Date Available				Desired Salary					
Position Applied for									
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
REFERENCES									
<i>Please list three professional references.</i>									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									

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PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
DISCLAIMER AND SIGNATURE			
<p>Pikes Peak Habitat for Humanity ReStore (ReStore) operates a safe work environment. It is the policy of the ReStore to maintain a Drug Free Workplace and to not hire or retain persons who use illegal drugs. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in ReStore's workplace and program. Drug abuse violations in the workplace will result in immediate suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program as determined upon review by the employee's supervisor.</p> <p>I authorize Pikes Peak Habitat for Humanity ReStore to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.</p> <p>I authorize references and my former employers to disclose any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.</p> <p>In addition, I hereby release the Pikes Peak Habitat for Humanity ReStore, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Pikes Peak Habitat for Humanity ReStore.</p> <p>I hereby certify that the statements and answers given by me to the questions on this application, including representations in my resume are true and correct to the best of my knowledge and have been made with no mental reservations whatsoever.</p> <p>If upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the term of my employment by the ReStore.</p>			
Signature		Date	