



# 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"/>	

## EDUCATION

High School				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

## REFERENCES

*Please list three professional references.*

Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					

## PREVIOUS EMPLOYMENT

Company			Phone		
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Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
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				Starting Salary	\$			Ending Salary	\$
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				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>				
<b>MILITARY SERVICE</b>									
Branch					From		To		
Rank at Discharge					Type of Discharge				
If other than honorable, explain									
<b>DISCLAIMER AND SIGNATURE</b>									
<p>Pikes Peak Habitat for Humanity (PPFH) operates a safe work environment. It is the policy of PPFH 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 Habitat'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 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, 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.</p> <p>I hereby certify that the statements and answers given by me to the questions on this application, including representations in my resume</p>									

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are true and correct to the best of my knowledge and have been made with no mental reservations whatsoever. I also authorize my former employers to release to PPHFH any information they may have regarding my employment history with them.

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 PPHFH.

Signature

Date