



**Habitat
for Humanity®**
of Greater Fort Wayne

Habitat for Humanity of GFW
2020 E. Washington Blvd. Suite 500
Fort Wayne, IN 46803
260-422-4828

**Habitat for Humanity of GFW
ReStore – Fort Wayne Location**
4747 Lima Rd
Fort Wayne, IN 46808
260-470-4200

Application

For Employment

Date: _____

Personal Information

Name (Last, First, Middle)		Social Security Number
Address		Home Telephone Number
City / State / Zip		Cell Phone
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email
Are you applying for:	What time(s) will you work?	May we contact your present employer?
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Saturdays	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will be able to report to work _____ days after being notified that I am hired.		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach explanation.		

Education

High School _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Field of Study	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained
College/University _____				
Business/Technical _____				
Other (May include grammar school) _____				
Military Service: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Duty/Specialized Training _____				

Employment History

Employer Name and Address	Position Title/Duties Skills	Dates employed From To
	Supervisor's Name Telephone:	Reason for leaving
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Employment History Continued...

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	Supervisor's Name Telephone:	Reason for leaving

Other special skills – List other specific skill you have to offer this job opening:

Do you have a driver's license? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of Issue _____ Expiration Date _____

_____ Operator _____ Commercial (CDL) _____ Chauffeur

Have you had any accidents during the past three years? Yes No How Many? _____

Have you had any moving violation during the past three years? Yes No How Many? _____

References – Give the names of three persons not related to you

Name	Address	Telephone	Occupation

Position applying for or interested in:	Wage or Salary Expectation:

Please read carefully before signing.

Habitat for Humanity of Greater Fort Wayne is an equal opportunity employer. Habitat for Humanity of Greater Fort Wayne does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Habitat for Humanity of Greater Fort Wayne to hire me. If I am hired, I understand that either Habitat for Humanity of Greater Fort Wayne or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Habitat for Humanity of Greater Fort Wayne has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Habitat for Humanity of Greater Fort Wayne true and complete information on this application. No requested information has been concealed. I authorize Habitat for Humanity of Greater Fort Wayne to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that, as a condition of my consideration for employment with Habitat for Humanity of Greater Fort Wayne, or as a condition of my continued employment with Habitat for Humanity of Greater Fort Wayne, Habitat for Humanity of Greater Fort Wayne may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness

I hereby CONSENT to allow Habitat for Humanity of Greater Fort Wayne's designated medical center to take a specimen of my hair, urine, or blood and submit it for a pre-employment or reasonable suspicion drug test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to the prospective or current employer, Habitat for Humanity of Greater Fort Wayne. In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against Habitat for Humanity of Greater Fort Wayne, the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and SAVE HARMLESS Habitat for Humanity of Greater Fort Wayne, the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

Signature

Date