



# CENTRAL SOUTH CAROLINA HABITAT FOR HUMANITY

## APPLICATION FOR EMPLOYMENT

Central South Carolina Habitat for Humanity is an equal opportunity employer. Central South Carolina Habitat for Humanity does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

### PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary:\$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.?

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? YES NO If yes, when? \_\_\_\_\_

Will you provide a copy of your driving record? YES NO Will you be able to drive a 16' box truck? YES NO

Can you work any shift? YES NO

Can you work overtime, including weekends? YES NO

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  Yes  No      If so may we inquire of your present employer?  Yes  No

**REFERRAL SOURCE**

How did you hear about us?     Walk in       Advertisement Referral       Other \_\_\_\_\_

Do you know anyone who works for our company?  Yes  No      If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY**

Include your last three (3) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully before signing.**

*I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Central South Carolina Habitat for Humanity to hire me. If I am hired, I understand that either Central South Carolina Habitat for Humanity 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 Central South Carolina Habitat for Humanity has the authority to make any assurance to the contrary.*

*I attest with my signature below that I have given to Central South Carolina Habitat for Humanity true and complete information on this application. No requested information has been concealed. I authorize Central South Carolina Habitat for Humanity to conduct a comprehensive review of my background to include employment reference check, education, criminal and driving report to be generated for employment. 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.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE**