



JOB APPLICATION

Personal Information	
Name:	
Address:	
City:	
State:	
Zip Code:	
Phone Number:	
Email address:	
Position Title:	
Projected Start Date:	
Educational Background	
Name of School:	
Location:	
Number of Years Attended:	
Degree Earned:	
Major:	
Work History	
Company:	
Position Held:	
Dates of Employment:	
Company Phone Number:	
Company Address:	
Company City:	
Company State:	
Company Zip Code:	
Company:	
Position Held:	
Dates of Employment:	
Company Phone Number:	
Company Address:	
Company City:	
Company State:	
Company Zip Code:	
Skills and Qualifications	
Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:	
Signature (type full name):	
Date:	

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that if any criminal record belonging to me contains a felony offense that occurred within the previous 10 years, I am not eligible to be considered for employment.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Habitat for Humanity of Northern Fox Valley is an equal opportunity employer and seeks to employ and assign the best qualified candidates for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.